**MEETING AGENDA**

**[Week 8 MEETING 1 OF INTEGRATED PROJECT\_GROUP #Carlos]**

**MEETING INFORMATION**

***Objective:*** Reviewed midterm presentation;

discussed preferred structures for the final presentation

***Date:*** 07/10/2024

***Time:*** 10:40 AM EDT ***Meeting Type:*** Virtual Meeting

***Timekeeper:*** Ira, Thomas ***Note Taker:***  Orange

***Attendees:*** Ira(Mentor), Thomas(Mentor), Luyang(Mentee), Orange(Mentee), Ruizhe(Mentee)

**AGENDA ITEMS**

| **ITEMS** | **APPROX TIME** |
| --- | --- |
| 1. Catch up chats | 3 minutes |
| 1. Review of the Midterm Presentation | 15 minutes |
| 1. Discussion the recommended structures for the upcoming Final Presentation and Executive Summary | 10 minutes |
| 4. Expectations and QnA | 10 minutes |

*Note: The meeting time is an approximation and is subject to change*