**Attendance**

|  |  |  |
| --- | --- | --- |
| **Team Member Name** | **Present?** | **Medium** |
| Alexander Dinh | y | Discord |
| Qianhui Hub | y | Discord |
| Alfred Langen | y | Discord |
| Parisa Arbab | y | Discord |
| Jackelyn Castaneda | y | Discord |

**Meeting Location**

Location: Online (Discord)

**Meeting Start**

Scheduled start: 5:30p

Actual start: 5:32p

Recorder: Alfred

**Agenda**

1. Prep final draft of A4 for submission
2. Submit A4

**Meeting End**

Scheduled end: N/A

Actual end: 6p

**Post-Meeting Action Items**

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| 1. N/A | N/A | N/A |
|  |  |  |
|  |  |  |
|  |  |  |

**Decisions Made**

1. N/A

**Next Meeting**

Location: Zoom

Scheduled date: Monday 10/29