**Attendance**

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

**Meeting Location**

Location: Online (Discord)

**Meeting Start**

Scheduled start:

Actual start:

Recorder:

**Agenda**

**Meeting End**

Scheduled end: N/A

Actual end:

**Post-Meeting Action Items**

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Decisions Made**

**Next Meeting**

Location: TBD

Scheduled date: TBD