Agenda SD Meeting Jan 16, 2024

Urgent:

* CDR sign up (do today) DONE
* Review and demo scheduling (verify we understand what is to be done) DONE

Important:

* Update team charter
  + Project timeline
  + Action Items
  + Accomplishments
  + Issues and Help
  + Lessons Learned
  + Team Agreement
* Touch base on whos doing what
* Set goals for CDR
* Validate that prototype still works
* Re evaluate weekly meeting time with new schedules
* Purchase order for cdr/final prototype