

## **Thursday, March 21, 2024**

Time: 10:00 - 10:30am

Venue: Zoom

### Meeting Attendees:

- Mario Andres Munoz Acosta
- Kaifan Ouyang
- Xuheng Li
- Yuqian Xie
- Harsh Mangla

### Discussion point:

1. Discuss how to create a comprehensive meeting agenda.
2. Ensure preparedness by formulating questions in advance.
3. Establish the practice of sending meeting minutes after each session.
4. Await the host's response to finalize the next meeting's scheduling.

### Action Items:

- Each participant will contribute ideas for crafting future meeting agendas.
- Designate a team member responsible for compiling and distributing meeting minutes.
- Follow up with the host to confirm availability for scheduling the next meeting.

### Next Steps:

- Await confirmation from the host to finalize the date and time for the next meeting.
- Continue refining the process for creating and executing productive meetings.