# Meeting(times)

## Date

Start time:

End time:

## Attendance:

(teams or f2f) (minutes and chair)

[ ] Ollie ( )

[ ] Aarti ( )

[ ] Biying ( )

[ ] Xiaohan ( )

[ ] Kebing ( )

[ ] Shaun ( )

## Agenda

## Actions

## Reflection

## Questions

Schedule next meeting