Lesson meeting minutes

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| --- | --- |
| Location:  Date: | Zoom  5/13/2022 |
| |  | | --- | | Meeting Start Time: | | Meeting End Time: | | |  | | --- | | 1:00 PM | | 1:50 PM | |
| Attendees: | |  | | --- | | Class | |

# Agenda items

1. Design Document
2. Meeting with the client
3. [Agenda item]
4. [Agenda item]
5. [Agenda item]

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Scheduling of the meetings with Andy | Anne | Biweekly | In Progress |
| Email Andy about meeting on the 27th instead (at 1pm)  Set next meeting on 10th of next moth – working model  11th – 20th of July last prototype (of all the deliverables).  Insulation guide with the actual product itself. | Anne  Anne  Anne  Anne | Monday, May 16, 2022 | In Progress  In progress    In progress |

# Graphical user interface, text, application Description automatically generated

# summary of the lesson

Timeline

Description automatically generated with medium confidence