20XX-XX-XX meeting

Type: **project-wide**

Meeting time:

Objectives:

Information to give:

--------- Report --------

Number of people:

|  |  |
| --- | --- |
| Subsystem | People attending the meeting |
| Structure |  |
| Thermal |  |
| ADCS |  |
| Payload |  |
| Power |  |
| Mission Analysis |  |
| Systems engineering |  |
| OBDH |  |
| Communications |  |
|  |  |

Information given (non-exhaustive):