LEHIGH UNIVERSITY TE CAPSTONE PROJECT FOR**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### Today’s Date:

**Meeting Agenda #1 of XXXX**

# 

## Members in attendance √ Group Leader: \_\_\_\_\_\_\_\_ Team Scribe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_Team Member 1 \_\_\_Team Member 3 \_\_\_ Team Member 5 (TM5)**

**\_\_\_Team Member 2 \_\_\_ Team Member 4 \_\_\_ Team Member 6 (TM6)**

**\_\_\_Team Member 7 Advisor Name\_\_\_\_\_\_\_\_\_\_\_\_\_ SPM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| Agenda | | |
| Item | Description | Person |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
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| 7 |  |  |
| 8 |  |  |

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| --- | --- | --- |
| Action Items | | Person |
| 1 |  |  |
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| 12 |  |  |
| 13 |  |  |
| 14 |  |  |
| 15 |  |  |
| 16 |  |  |
| 17 |  |  |

**Recurring Meeting Dates:**

Critical Issues that must be addressed asap: