

# Lead notes meeting 1

Tuesday, April 9, 2019 8:42 PM

Preliminary meeting time ~~Fri: 4pm - 5pm~~

Subject to change by week  
Endorsed:

Backup: Monday 7:30 - 8:30

Th: get assignment

at Colab MGH

→ split assignment

Slack: main communication method

Policy: Response time: ① @ name/channel  
18 hours

Naveen Sunday report 11:59 pm Product manager

Beichen note taking Leader