Team Meeting Minutes

1. Date, Time, Location
2. Date: 23 Feb. 2025
3. Time: 3:15 pm – 3:35 pm
4. Location: MS Teams
5. Attendees
6. Alix T.
7. Brandon M.
8. Ethan D.
9. Josh G.
10. Points Raised
11. Task Progress
    1. Ordered by:
       1. Group
    2. Summary:
       1. Alix T.: task complete; model(s) added to master document.
       2. Brandon M.: task complete; model(s) added to master document.
       3. Ethan D.: task complete; model(s) added to master document.
       4. Josh G.: task complete; model(s) added to master document.
12. Formatting Master Document
    1. Ordered by:
       1. Ethan D.
    2. Summary:
       1. Ethan reminded group of need to update page numbers in the table of contents.
13. Next Meeting

* Date: 24 Feb. 2025
* Time: TBD (pre-delivery)
* Location: SMS