Team Meeting

25 January 2024 / 6:00 - 7:00 PM / ZOOM

# Attendees

Luis Diaz, Ryan Freed, Yusuf Hossain, Peter Zhang

# Agenda

## Last Meeting Follow-up

1. What needs to be discussed from the last meeting.

## New Business

1. Review the lab manual.
2. Assign roles for each team member.
3. Discuss Research

# Notes

* Discuss what happened in the meeting.
* **Lab Manual**: What is this?
  + Main points from conversation.
* Etc.

# Action Items

1. **What needs to be done** **:** who will do it (Everyone or a few people or one person).
   * How it will be done.
2. Etc.

# Next Meeting Agenda

When and what needs to be done next time.