- **What have we worked on?**

Met with the client and PM, set-up project expectation and discussed data limitations and what data to collect, and discussed future meetings

- **What will we be working on next?**

For deliverable 1, we agreed with the client to focus on collecting missing data first, and look for complete data sources

- **Have we run into any issues? Do I need help?**

Not so far, but we plan to communicate with the PM as soon as we need help

- **Have we talked to the client recently? When are we meeting with them next?**

We met with a client Thur 2/18. We plan to meet bi-weekly