

Meeting Agenda

Date: [10/03]

Time: [3:00 - 4:00 pm]

Location: [Hub room 3038]

Chair: Shawn Lyu

Secretary: Chloe Kong

Agenda Items:

I. Call to Order and Roll Call

II. Approval of Minutes from Last Meeting

III. Old Business

A. Report on Previous Action Items

- 1) Talk about new project title(MyWork)
- 2) Identify concepts, languages or tools

B. Other Old Business

None

IV. New Business

A. MyWork detail

- 1) Discussion
- 2) Action Item Assignments

B. Presentation

- 1) Discussion
- 2) Action Item Assignments

V. Announcements

VI. Next Meeting Date and Time

Next meeting will be held on 17 Mar 2023

VII. Adjournment

Note: The agenda may be adjusted to accommodate changing circumstances.