|  |  |  |
| --- | --- | --- |
| **#** | **EST Time** | **Item** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |

Time start:

Time end:

Attendance

Matt

Dan

Phil

Aaron

### Notes

Progress

Plans

Risks

Needs