

Date

12-01-2021

Start time

08:00:01

End time

09:25:30

Meeting type

Alone work time

Attendance

- Ratthamnoon Prakitpong
- Gianni Co
- Hassan Iqbal
- Kevin Yang

Notes

- Received significant news from 2/4 team members about personal emergencies
- Their issues aren't likely to go away before term ends, so I drafted an email to ask for reduced project scope
- Once other team members proofread it, I'll send it off