

- Due every Sunday (submit on Brightspace by 11:00pm) **except the last one which is handed in on the Thurs. Dec. 8th.

- Record when you meet as a group and who was present (you can count applicable in-class and lab times too)
- Briefly describe what was discussed or achieved during this meeting (in point form)
- List previous action items and who was responsible (did they do it – if not you can add the reason)
- Add new action items, when they are due, and who is responsible

| Week | Name | Week | Name |
|---|---------------------------|----------------------------------|---------------------------|
| Sept 26-Oct 2 1-7 Due Oct 2 | Radhey Rupapara | Oct 31-Nov 6 Due Nov 6 | Radhey Rupapara |
| Oct 3-9 Due Oct 9 | Dharmay Sureja | Nov 7-13 Due Nov 13 | Dharmay Sureja |
| Oct 10-16 Due Oct. 16 | Sagar Vaghasia | Nov 14-20 Due Nov 20 | Sagar Vaghasia |
| Oct 17-23 Due Oct 23 | Tejaswini Rallapalli | Nov 21-27 Due Nov 27 | Tejaswini Rallapalli |
| Oct 24-30 Due Oct 30 | Jayashree Ramasubramanian | Nov 28-Dec8 Due Dec 9 | Jayashree Ramasubramanian |
| Note: last week is longer than the rest. It is due the day after all project items are due. | | | |

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| Other points | |
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