<Insert\_Company\_Name>

9-20-2023

Timo A. Aranjo

Where: LEEP

Time: 3:00 PM

Present Members: Timo, Allie, Riley

**Notes**

**Decisions:**

* Portfolios must get done today
* Parts of the document must be redone
* We will meet again tomorrow to review UPEDU

**We will need to ask Saiedian some questions:**

* How close to the examples can our 1.1,1.2,&1.5 be?
* What is a document identifier?
* What goes in the details sections?
* Do we need to keep the preexisting text in 4.4 & 4.6

**Photos taken during meeting:**  
  
