Date and time: 09/22/23 at 6:00pm

Place: LEEP 2

Team members who attended: Everyone

Purpose of the meeting: Figure out how we want to tackle this project as a team. Roles, Objectives. Mostly filling out the Project Plan. We still weren’t sure exactly what specific roles each person would have, so we just stated that everyone would be given a task based on what is needed at the time.