

Time: 11 AM

Date: 9/21/2018

Subject: Quick task delegation meeting

Present: Alivia, Ahmad, Nahar, Amy

Recorded by: Amy

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Top Priority: Presentation 1

TASKS:

Project Description- Nahar

Background and Benchmarking- Alivia

CN's, ER's, and HOQ- Amy and Angelo

Schedule- Abdul

Budget- Hamad

Next Meeting: Sunday night, details TBD