MEETING AGENDA

# Topic:

## Monday, March 23, 2020

## 11:00-1:30

Attendees: (All Team Members)

Please bring:

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| 11:00 | Task Breakdown Assignment & Manufacturing update What is the current status of the project?  What parts still need to be manufactured?  What resources are needed to complete the parts?  Assign roles for Task Breakdown Memo |
| 11:45 | UGRAD Changes Review updated procedure for UGRAD and identify tasks  -Video editing |
| 12:00 | In person meetings Review new guidelines for in person meetings  Determine if meeting in person is necessary |
| Remaining minutes | Review the plan moving forward, determine |