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 updateWhat 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 ChangesReview updated procedure for UGRAD and identify tasks-Video editing |
| 12:00 | In person meetingsReview new guidelines for in person meetingsDetermine if meeting in person is necessary |
| Remaining minutes | Review the plan moving forward, determine  |