MEETING AGENDA

# Topic:

## Thursday, April 9, 2020

## 11:00 – 12:00

Attendees: (All Team Members)

Please bring:

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| 11:00 | UGRAD Presentation Discussion  * Review updated guidelines for presentation * Select method for individuals to create presentation sections   + Format (Audio, Video,)   + Upload Location * Discuss presentation sections * Assign roles * Discuss team-due date to allow for final editing * Final Poster plan |
| 11:30 | Final Report/Operation & Assembly Manual discussion  * Review assignment requirements and determine schedule |
| Remaining minutes | Upcoming weeks discussion |