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
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| Remaining minutes | Upcoming weeks discussion |