MEETING AGENDA

# Topic:

## Thursday, January 23, 2020

## 11:00am-12:00pm

Attendees: (All Team Members)

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| 11:00 | Communication Update* Discuss recent communications with Leah/Dr. Leaner
* Confirm weekly meeting time and plan for client meeting time
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| 11:15 | Hardware review discussion *All members** Review current state of prototyping
* What next steps will be taken
* Timeline for next steps
 |
| Remaining minutes | Plan for next meeting *Led by team leader*  |