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 |
| 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* |