

Minutes: October 11,2019

Attendees: Yiqing Ma, Lucas Jackson, Ian Wood, Eric Booth, Feng Li

Time: 9:00 am ~ 9:40 am

Location: GJL218

Minutes Recorder: Yiqing Ma

Agenda Revisions: Yes

Actions Completed:

- Discuss the project schedule with Client
 - Discuss the individual work and the response part of the project
 - Discuss and ask the confusion on the .csv data file to the client
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Actions to be Completed:

- Prepare Snapshot day requirements
 - Complete the logbook and portfolio
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Upcoming Dates:

- 10/10/19 Logbook and Portfolio Review
- 10/15/19: Snapshot Day #1