

Team Meeting Schedule

TIME	AGENDA	OWNER	NOTES
09:00 - 09:10	Welcome & Updates	Alex	Quick round of latest updates
09:10 - 09:30	Project Progress	Samantha	-
09:30 - 09:45	Challenges & Questions	Team	Open discussion
09:45 - 10:00	Next Steps	Alex	Assign action items

Next meeting: Friday, 09:00 AM, Conference Room B.