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| **Week 2** |
| Full Team Meeting* Timestamp
	+ Tuesday, JAN 21
	+ 2:30-4:00
* Location
	+ G109 Rehki
* Members Present
	+ All
* Today our team discussed opportune meeting times, as well as team hierarchy, goals, expectations of ourselves and others, etc. We also wrote our “Charter” document. We decided that since between all of us we do not have time to meet regularly, CS team leadership will be meeting with the STC team to go over goals regularly. STC and CS will meet separately for their individual work, but we will collaborate as a whole group twice a week during class time.
* Proposed Topics for Next Meeting:
	+ We will need to collaborate on the first portion of the group project: making website to store meeting data.
	+ Team management needs to meet with the scientist.
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