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| Report Period: Aug 17-Sept 6**Summary of Progress in this Period*** Met with a team for introductions and to set up first contact with Dr. Meng Lu.
* Met with Dr. Meng Lu and introduced ourselves. He gave us a high-level explanation of the project.
* Met with team to discuss team expectations and roles paper.
* Set up a Microsoft Teams team.
* Team finished class homework assignments and attended lectures.

**Pending Issues*** Scheduling conflicts and setting up a team calendar.
* Understanding Project’s substance EX; biology.
* Being in sync with the professor and TA’s plans and goals.

**Plans for Upcoming Reporting Period*** Meet with project TA and professor Meng.
* Set up an organized shared google drive for file sharing.
* Set up a team calendar to be used for finding available time slots.
* Set up a team expectations document.
* Set up a weekly team meeting and a bi-weekly meeting with our client.
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