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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. |