

# TEAM MEETING AGENDA

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**Location:** Conference room

**Date:** 1/9

**Time:** 9:30 a.m.

**Facilitator:** Petja Hrovat

## Attendees:

Luca Richter, Iris Lepik, Harsimran Brar, Lur Gerenabarrena, Isabel Gracia, Kiana Anderson

### 1. Call to order

Petja called to order the regular meeting of the Sync team at 11:35 am on Monday the 9th.

### 2. Roll call

Lur conducted a roll call. The following persons were present: Luca Richter, Iris Lepik, Harsimran Brar, Lur Gerenabarrena, Isabel Gracia, Kiana Anderson.

### 3. Approval of minutes from last meeting

Lur read the minutes from the last meeting. The minutes were approved as read.

### 4. Open issues

- a. Ongoing projects
- b. Q1 & Q2 goals
- c. Design review

### 5. Adjournment

Petja adjourned the meeting at time.

Minutes submitted by: Harsimran Brar.

Minutes approved by: Iris Lepik.