

Review Action items:

- Review David to write Executive summary
- Review Everyone to write their presentation slides
- Review Frames to book meeting room
- Review Qui to finish "finalization" and references.
- Review David to finish editing things together
- Review Frames to typeset, print and hand in report
- Review People to pay Frames back for printing costs

Report close off

Presentation Prep,

- Review Reheasal before/during/after meeting
- Review Discuss changes needed for flow.