
Subject: meeting notes

From: Adrian S. Wisnicki

To:

Cc:

Date: Wednesday, January 13, 2016 4:58 PM

Hi Everyone,

Thanks for your time on the meeting today. Here's a quick overview of key points:

1. Weekly meeting: Monday, 1pm (Kathy/Megan), 3pm (Adrian), 10pm (Nigel). Next week, Nigel and Kathy are also meeting 30 min before that meeting, so 12:30pm (Kathy), 9:30pm (Nigel).
2. Best way to quick contact Adrian, Megan, Nigel: email. Best for Kathy: Skype.
3. Stage at Maryland: [removed] (note: some of the links here still go out to the UCLA site, eg., home page icon, some of the Browse by pages)
4. I've just shared the project plan with everyone in Google docs: [removed] Please each feel free to edit this independently as things develop.
5. I'm reviewing stage and will touch base with Kathy about it Friday.

And that's it, I think! Let me know if I forgot anything.

Adrian