1. Review Agenda [1 min]
   - Review and modify this agenda
   - Choose someone to run the next meeting
   - Choose someone to take minutes
2. Outstanding Project Work [3 min]
   - Turn in your weekly reports (this is your last reminder)
3. Status Update From Union Hospital [2 min]
   - Explain what happened on Friday
4. Other Postponed Work [19 min]
   - Figure out due dates for milestones
   - Figure out what to do now
5. Adjourn