1. Review Agenda [1 min]
   - Review and modify this agenda
   - Choose someone to take minutes
   - Choose someone to lead next week's meeting
2. The Little Stuff [2 min]
   - Format of Weekly Reports
   - Work Progression
   - When should we finish this?
3. Macro Evaluation [5 min]
   - What Have We Found?
   - What’s Next?
4. Proposed Change [20 min]
   - Discuss the Proposed Change
   - Should we make the Change?
5. The Little Stuff [2 min]