

# MEETING MINUTES

## Topic: Team 19 Team Meeting

Tuesday, February 21, 2017

6:00 pm – 6:45 pm

Minutes recorded by K. Zoe Lucke

Meeting called by Dr. Trevas

Attendees: Matthew Palmer, Alex Lawson, Basem Alghamdi, Fahad Alajmi, and K. Zoe Lucke

Please bring: parts (physical or proof of order)

Table 1. Record of meeting.

<b>6:00 pm to 6:15 pm</b>	<b>Check in with parts</b> <ul style="list-style-type: none"><li>• Springs ordered</li><li>• Fasteners purchased</li><li>• Crank sets ordered</li><li>• Rubber stop ordered</li><li>• Track Rail ordered</li></ul>	Basement of Dub
<b>6:15 pm to 6:45 pm</b>	<b>Discussion of Upcoming Due Dates</b> <ul style="list-style-type: none"><li>• Midpoint Report due March 3<ul style="list-style-type: none"><li>• Change to Past tense</li><li>• Add: Manufacturing and DOE sections</li></ul></li><li>• UGRADS due March 3</li><li>• Presentation March 7</li></ul>	Basement of Dub

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Peer Evaluation	Everyone	2/24/17	

**Next formal meeting: 2/28/17, room 224, Engineering Building, after capstone class**