# Meeting Minutes

January 19, 2017

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| 2:30-2:45 | Discuss previous work and where the team left off during break   * Finalizing designs to send to manufacturer * Getting final CAD design from manufacturers |
| 2:45-3:00 | Set up new meeting times and go over revised Gantt chart for the following semester.   * If Thursday work for Dr. Lee again team members would like to schedule a time after 2:00 * See updated Gantt Chart for revised schedule |
| 3:00-3:15 | Discuss Post mortems   * Discussed research and any updates/pertinent information that would affect final design |
| 3:15-4:15 | Update CAD files for new dimensions   * Good first draft   + Updated CAD can be found (insert location in website) * Need to be sent to Dr. Lee for edits * Final design should be prepared by end of first week |
| 4:30 | Contacting Dr. Lee   * Gathered documents to email to Dr. Lee * Also Emailed him about weekly meeting (what day and time) |