

Time: 2 PM

Date: February 8, 2019

Subject: Team Meeting/Staff Meeting

Present: Amy, Angelo, Alivia, Nahar Hamad, Abdul

Recorded by: Amy

Discuss: Progress, Competition, Updates

Progress:

- Steps 1-6 are completed, but not connected. Now split in 2 & connected. Still need to do platforms for steps 5 and 6 and run through for reliability.
- Steps 14-16 done.
- Not as far as we would like to be. Don't have all 20 steps yet, which was our goal.

Competition:

- Need to make a decision whether or not to go because we aren't as close to finishing as desired.
 - Don't want to waste the money for the registration fee
 - Flights may be more expensive
 - Worries about shipping in time
- Final decision: don't go

Updates:

- NAU doesn't ship out so we would have to find another shipment method
- Email Annie at U of A to talk about a mini display or competition
- Possibly put together a youtube video of our machine