

MEETING MINUTES

Topic: Upcoming Requirements

Sunday, October 21, 2018

5:00-8:20 pm

Minutes recorded by: Hani Alharbi

Meeting called by: B.E.E, C7

Attendees: Kyle Matsuoka, Taylor Mellon, Hani Alharbi, and Talon Mills

Please bring: Laptops

Table 1. Record of meeting.

5:00-5:25 pm	Announcements: <ul style="list-style-type: none">● Presentation 2 is due on 10/22● Presentation 2 should be submitted in Black board by 10/24● Preliminary Report is due on 10/26● Choosing the final design● Finishing the presentation● To do this meeting:<ul style="list-style-type: none">○ Edit Presentation 2○ Divide the work among the team	Cline Library 2 nd floor
5:25:05-8:10 pm	Discussion of Presentation 2: <ul style="list-style-type: none">● Choose the final design.● Read through the Presentation 2 and making sure everything is correct.● Provided comments on what can be changed or added to the Presentation 2● Divide the work among the team members.● Talon will do the project description, black box model, and hypothesized functional model.● Taylor will do component design, morph matrix, and designs.● Kyle will do decision matrix and final design.● Hani will do schedule and budget.	Cline Library 2 nd floor

8:10-8:20 pm	Discussion of Preliminary Report: <ul style="list-style-type: none"> ● Provide comments on what can be changed or added to the scope of work ● Edit scope of work ● Went through each presentation rubric and added each assignment in the scope of work 	Cline Library 2 nd floor
8:20-8:25 pm	Discussion of website: <ul style="list-style-type: none"> ● We agreed on updating the website right away after each assignment or meeting is done. 	Cline Library 2 nd floor

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date
<ul style="list-style-type: none"> ● Work on Preliminary Report ● Update website 	Hani Alharbi	10/26
<ul style="list-style-type: none"> ● Work on Preliminary Report 	Taylor Mellon	10/26
<ul style="list-style-type: none"> ● Work on Preliminary Report 	Talon Mills	10/26
<ul style="list-style-type: none"> ● Work on Preliminary Report. ● Contact the client. 	Kyle Matsuoka	10/26

Next formal meeting: 10/24/18, Engineering Building, at 7:00pm.