

# Team MEETING MINUTES

## Topic: Upcoming Requirements

Sunday, November 11, 2018

6:00-6:30pm

Minutes recorded by: Hani Alharbi

Meeting called by: B.E.E

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

Please bring: Laptops

Table 1. Record of meeting.

<b>6:00-6:15 pm</b>	<b>Discussion of Upcoming Due Dates</b> <ul style="list-style-type: none"><li>● Discuss the upcoming and what have we done and what might need to be done</li><li>● Discussed Peer Evaluation, final presentation, Final Prototype Demonstration and final report be conducting an progress</li><li>● Our team and the client Jon Heitzinger had planned a tour in SBS West building on Tuesday at 3:30pm in order to see the system of the ventilation in the building.<ul style="list-style-type: none"><li>○ Peer Evaluation</li><li>○ Final Presentation 3</li><li>○ Final Prototype Demonstration</li><li>○ Final Report</li></ul></li></ul>	Taylor's House, and SBS West Building.
<b>6:15-6:30 pm</b>	<ul style="list-style-type: none"><li>● Discussed Previous Report<ul style="list-style-type: none"><li>○ On Friday, when the report was due, the team rushed to get the report done</li><li>○ Plan to have things done by a day before due date</li><li>○ Start working on team reports</li></ul></li></ul>	Taylor's House

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Presentation 3	All	10/23/2018	10/22/18
Final Presentation	All	11/26-28/18	10/25/18
Final Report	All	11/30/18	11/30/2018
Peer Evaluation	All	11/23/18	11/23/2018
Final Prototype Demonstration	All	11/9/18	
Update Website	Hani Alharbi	11/29/2018	11/28/18

**Next formal meeting: 11/18/2018, Engineering Building, at 6:00 pm.**