

# **SAE Micro Aero Staff Meeting 8 1-22-19**

**Meeting time:** 6:30 pm

**Meeting Location:** DuBois Center Room 11

## **STAFF MEETING**

### **RECAP**

1. C.G tester in 98C
2. Take report to Wade and Tester before due date
3. Will be attending Toastmasters
4. Building times with staff meetings
  - a. Staff meetings also at capstone meetings

### **ACTION ITEMS**

1. Meetings at 10:00 am for capstone
  - a. Assign roles and look over report/presentation
2. Jeremy will email Howdeshell about laser cutting
3. Collin and Jeremy will pick up laser cutting
4. Peer eval due Friday
5. Website check due next Friday
  - a. Meeting minutes due by next Tuesday