

# MEETING AGENDA

## Topic: Team Meeting

Wednesday, October 17th, 2018

5:30pm-5:50pm

Meeting called by: Team

**Attendees:** Katie Hoffman, Daniel Marquez, Hannah Reed, Dr. Trevas, and Brandon Begay

**Please bring:** Logbooks and questions

<b>5:30pm - 5:35pm</b>	<b>Introductions</b> Designate note taker for meeting minutes <i>Hannah Reed</i>  Layout overall topics for discussion <ul style="list-style-type: none"><li>• How we can do things more efficiently</li></ul>	Dub 11
<b>5:35pm - 5:50pm</b>	<b>Topics of interest/question</b> <i>Hannah Reed</i> <ul style="list-style-type: none"><li>• Website design<ul style="list-style-type: none"><li>○ How to be more efficient with recording meeting minutes</li><li>○ Updating sections of the website</li></ul></li><li>• Client meeting<ul style="list-style-type: none"><li>○ When the next meeting should be</li><li>○ Notes for the last meeting that should be reviewed</li><li>○ Contacting client contacts to view a portable clean room</li></ul></li><li>• Concept design<ul style="list-style-type: none"><li>○ Upload designs to google drive</li><li>○ Make sure that all parts are legible</li></ul></li></ul>	Dub 11

Upcoming requirements:

1. Individual Analysis papers
2. Preliminary proposal
3. Website update