

MEETING AGENDA

Topic: EGR386W Team Kickoff 1st meeting

Tuesday, September 25, 2018

5:00 pm – 6:45pm pm

Minutes recorded by ___Katie Hoffman_____

Meeting called by ___Hannah_____

Attendees: _____All Group Members_____

Table 1. Record of meeting.

5:00 pm to 5:30 pm	Discussion of Presentation <ul style="list-style-type: none"> • Discussion led by Hannah • Presentation rubric • Distributed work 	Cline Library
6:20 pm to 6:30 pm	Discussion of the Distribution of slides <ul style="list-style-type: none"> • Katie Hoffman doing project description, QFD, CR,ER, and Fan Filters • Hannah schedule and budget. • Daniel benchmark and background and conclusion 	Cline Library
6:30 pm to end	Plan for next meeting <ul style="list-style-type: none"> • Set meeting with Dr. Becker up for 10/5 • Have set proven budgets. • Some concept generations 	Cline Library

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Presentation: Project description, QFD, and Fan Filter units	Katie Hoffman	9/26/18	
Presentation: Benchmark, background, and conclusion	Daniel Marquez	9/26/18	
Presentation: Schedule and budget	Hannah Reed	9/26/18	

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Next formal meeting: 10/03/18, room 11,Dubious, TBD.