

# MEETING MINUTES

## Topic: Presentation 2

Date, Time, Location: 14 October 2018, 5:30 PM, EGR Building Rm 108

Minutes Recorded By: Casi Garcia

Attendees: Husain Alsaffar, Casi Garcia, Derek Pacheco, Nicholas Schulz

Table 1. Record of Meeting.

Time	Topics Discussed
5:30 PM	What needs to be improved from last presentation? <ul style="list-style-type: none"><li>- More visuals</li><li>- Don't forget to cite pictures</li></ul>
5:35 PM	Project Description (Casi) <ul style="list-style-type: none"><li>- New stakeholders: technical advisor is now Kayla Goodrich</li><li>- Visitors of the Engineering Building</li></ul>
5:40 PM	Black Box Model (Husain) <ul style="list-style-type: none"><li>- Highlight signal, energy, and object inputs and outputs</li></ul>
5:45 PM	Hierarchical Task Analysis (Derek) <ul style="list-style-type: none"><li>- Best for our design because we don't have a final design</li></ul>
5:50 PM	Designs Generated (2 Slides) (Nick) <ul style="list-style-type: none"><li>- Inverse speaker</li><li>- Matching Game</li><li>- Chair Generation</li><li>- Round 2, Toilet Turbine</li><li>- Capillary Tree</li></ul> These show crazy and bio-inspired designs while also stating our top 3
5:55 PM	Pugh Chart (Derek), Decision Matrix (Husain) <ul style="list-style-type: none"><li>- To show we did them</li><li>- Point out top designs</li></ul>
6:00 PM	Poll Results (Casi) <ul style="list-style-type: none"><li>- Trouble Sitting question</li><li>- Favorite activity outside of school</li><li>- What kids do the most in the engineering building</li></ul>
6:05 PM	Designs Selected for Analysis (Derek) <ul style="list-style-type: none"><li>- Chair Generation</li><li>- Sound Capture Clock</li><li>- CVT Model</li></ul>
6:10 PM	Update Timeline (Casi) <ul style="list-style-type: none"><li>- New timeline shows what team member is in charge of each assignment</li><li>- On track</li></ul>
6:15 PM	Updated Budget (Husain)

	- Nothing really changed because no bill of materials has been created
6:30 PM (END)	Practice! Practice! Practice! Presentation is tomorrow.

*Table 2. Tasks Assigned.*

Task	Person Assigned	Due Date
Begin Preliminary Report Outline	Nick	10/17/18