

# MEETING MINUTES

## Topic: Preliminary Report

**Date, Time, Location:** 17 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	Finish most, if not all, of the preliminary report today - If not finished, will continue on Friday
5:40 PM	Nicholas – in charge of background, original system, and proofreading Husain – in charge of requirement (section 2) Derek/Casi – existing designs (section 3) Casi – Designs considered (section 4) Nick/Derek – designs selected (section 5) All – references Husain – Appendices
6:30 PM (END)	Continue working on parts, Casi will submit Friday night

*Table 2. Tasks Assigned.*

Task	Person Assigned	Due Date
Complete Report	Team	10/19/18