

# MEETING MINUTES

## Topic: Analytical Analyses, Website Check 2

Date, Time, Location: 24 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	How are analytical analyses going? Good! Internal deadline November 4, 2018 to allow time to pick final design and begin research
5:40 PM	Website Check 2 <ul style="list-style-type: none"><li>- Everything should be populated</li></ul> Front Page <ul style="list-style-type: none"><li>- 1<sup>st</sup> Slide: NAU Picture to represent school</li><li>- 2<sup>nd</sup> Slide: Team Picture (needs to be taken)</li><li>- 3<sup>rd</sup> Slide: Final Design (coming soon)</li></ul> Three Boxes <ul style="list-style-type: none"><li>- Team Goal: short synapses *learn more button</li><li>- Final Design: short synapses *learn more button</li><li>- Team Dynamics: short synapses *learn more button</li></ul>
6:00 PM (END)	Continue on individual analytical analyses, If anyone needs help: REACH OUT TO THE TEAM!

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date
Analytical Analyses	Team	(Internal) 11/04/18 (Actual)
Website Check 2	Derek	11/02/18