

MEETING MINUTES

Topic: Customer to Engineering Requirements

Date, Time, Location: 10 September 2018, 6:30 PM, Engineering

Minutes Recorded By: Casi Garcia

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

Table 1. Record of Meeting.

Time	Topics Discussed
6:30 PM	Today, we are transforming our customer and design requirements to engineering requirements.
6:50 PM	Design Requirements <ul style="list-style-type: none">- Interactive- Portable- Recharge
7:10 PM	Customer Requirements <ul style="list-style-type: none">- Educational- Entertaining- Easy Assembly
7:20 PM	Engineering Requirements <ul style="list-style-type: none">• Must not be vague or arbitrary• Must be attainable- Need to discuss with Oman to have a better Idea
7:30 PM (END)	Summarized Meeting <ul style="list-style-type: none">- Meeting with client tomorrow for scope refinement- Team meeting: Wednesday, 12 September 2018, 5:30 PM, CAPSTONE room

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date
Meeting with Oman	Casi, Derek, Nick	09/11/18