

# MEETING MINUTES

## Topic: Presentation 1 - Background

**Date, Time, Location:** 17 September 2018, 2:30 PM, Cline Library, room tbd

**Minutes Recorded By:** Casi Garcia

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

*Table 1. Record of Meeting.*

Time	Topics Discussed
2:30 PM	Spent 30 mins. Trying to make the laptop connect to the TV Assign Presentation Slides
3:00 PM	2 Slides per person Introduction Slide – The I.R.S. (Genius) – Husain Project Description – Casi Background – Nick Design Requirements – Derek House of Quality – Derek Benchmarking – Nick Timeline – Casi Budget – Husain
3:15 PM	1 <sup>st</sup> run through: Discussed what to say and to add more
3:20 PM	2 <sup>nd</sup> run through: Timed, approximately 6 minutes - NEEDS TO BE 8 minutes
3:30 PM (END)	Summarized Meeting - Everyone needs to practice before class today - Next Meeting: Wednesday, 19 September 2018, Engineering - To determine and begin website design, to being poll