

MEETING MINUTES

Topic: Poll Clarification

Date, Time, Location: 20 September 2018, 10:30 AM, Dr. Oman's Office

Minutes Recorded By: Casi Garcia

Attendees: Casi Garcia, Derek Pacheco, Nicholas Schulz

Table 1. Record of Meeting.

Time	Topics Discussed
10:30 AM	Dr. Oman showed us how google forms work <ul style="list-style-type: none">- Automatically transfers answers to excel sheet- Different ways to display questions- Ask age bracket- Leave gender open ended- Email through engineering front desk- Make sure email and poll summary attract people
10:45 AM (END)	Summarized Meetings <ul style="list-style-type: none">- Good Luck- Next Meeting: 09/24/18 Staff Meetings in Class

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date
Finish Poll	Nick	09/20/18
Send Poll	Casi	09/21/18