

Individual Analyses & Presentation 2

Location: EGR Rm. 108 (Capstone Room)

Date: 10/12/2018

Time: 8:00am

Materials: Laptop or Tablet, Logbooks (or other organized note-taking medium)

Abstract: Team Meeting to discuss Presentation procedure and formatting. Confirmation and of the Individual Analyses memo and implementation of Willy's suggestions/approval.

Introduction:

- Discuss Concerns/Thoughts/Confusion
- Address any conflicts or complaints
- Discuss/Review notes from client meeting from Thursday

Individual Analyses Memo

- Read over of current memo in place
- Discuss concerns/proofread
- Retype memo based on new information

Presentation

- Identify presenters for each topic
- Prepare cursory presentation on google slides
- **REFERENCES!**
- Notecards?

Preliminary Report

- Discuss/delegate tasks for report
- Decide on team due date. Should be Wednesday by midnight.
- **REFERENCES!**
- Concerns?

Conclusion

- Review meeting minutes
- Have minutes posted to Google Drive before team is dismissed
- Review tasks for each team member. Hold each other accountable.
- Final thoughts or concerns?