

# Meeting Agenda

**Location:** EGR 108 (Capstone)

**Date:** 10/30/18

**Time:** ~6:45 (after class)

**Materials:** Analyses information, Note taking medium, Laptop/Tablet

## Introduction

- Address any comments or concerns (USE SLACK)
- Faisal report to team on research for budget information
- Abdulaziz report to team on website progress
- Discuss any other general findings or random facts
- Address any concerns/comments from Amy and Oman

## Reporting

- Each team member report to team with progress on individual findings
- Discuss updated information for the next week of individual analyses

## Conclusion

- Discuss upcoming deadlines
- Clarify confusion
- Discuss what is expected from Willy (i.e. what he would like to see this Thursday)
- Finalize/adjourn meeting