

# Meeting Agenda

**Location:** EGR Rm 108 (Capstone Room)

**Date:** 11/12/18

**Time:** 9:30am

**Materials:** Laptop, Note-taking materials, presentation practice mentality, Individual analyses, index cards (optional), Lunch (optional) it will be long meeting

## **Introduction:**

- Comment, questions, or concerns
- Address concerns
  - Meeting attendance
- Everybody says something about team performance

## **CAD**

- Create an assembly from individual analyses parts
- First iteration due on Thursday (11/15)
  - Second iteration due the following Wednesday (11/21)

## **Presentation**

- Go over presentation as a team
  - You will be expected to explain your part individually
- Modify presentation
- Practice the presentation until it is nearly perfect

## **Report**

- Assign parts for final proposal
  - Final proposal due 11/25 (5-day deadline for the team applies, START NOW)
- Provide your best work

## **Conclusion**

- Discuss progress of the meeting; go over meeting minutes
- Address any sort of confusion
- Again, comments, questions, or concerns?