MEETING MINUTES

# Topic: Presentation

## Date: April 17, 2018

## Time: 2:30 pm

**Minutes recorded by: Lexie**

**Meeting called by**: All

Attendees: Lexie, Shanna, Israel, Aziz

Please bring: Laptops, Notebooks

Table . Record of meeting.

|  |  |  |
| --- | --- | --- |
| TIME BREAKDOWN | **TOPIC / NOTES** | **LOCATION** |
| 2:30 – 3:00 | Made sure everyone’s good for presentations!   * Aziz – project description * Israel – CAD and BOM * Lexie – ERs and how design fulfills them * Shanna – schedule and budget | South Quad |

Table . Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Presentation Prep! | All | April 19 |  |

**Next formal meeting: Presentation Thursday**

**Time: 9:35 am**

**Location: Egr 120**

**What will be addressed?**