MEETING MINUTES

# Topic: Presentation 1 and Customer Needs

## Date: February 1, 2018

## Time: 9:35 am

**Minutes recorded by: Lexie**

**Meeting called by**:

Attendees: Izzy, Shanna, Aziz, Lexie

Please bring: Laptops, Notebooks

Table 1. Record of meeting.

|  |  |  |
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| TIME BREAKDOWN | **TOPIC / NOTES** | **LOCATION** |
| 9:35 – 10:10 | Working on CRs and ERs – test fixture needs to be safe, reliable, easily set up, temperature resistant, require less manpower | Engineering 120 |
| 10:10 – 10:15 | Talk to Willy – the team updates him and clarifies part of the presentation. He tells the team to have a rough estimate of how much our scale model and actual fixture will cost for the presentation. He also suggests that the team try to get our client to narrow down our scope. Be prepared for meeting Saturday. | Engineering 120 |
| 10:15 – 10:55 | Prep for next Client Meeting – discuss questions and topics (see questions 2 spreadsheet on google doc) | Engineering 120 |

Table 2. Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Come up with questions for client meeting | All | Feb 3 |  |
| Review slides chuck sent last meeting | All | Feb 3 |  |
| Presentation parts | All | Feb 8 |  |
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**Next formal meeting:**

**Time:**

**Location:**

**What will be addressed?**