MEETING MINUTES

# Topic: Project Plan and Regroup

## Date: Mar 6

## Time: 9:35

**Minutes recorded by: Lexie**

**Meeting called by**: All

Attendees: Lexie, Shanna, Israel, Aziz

Please bring: Laptops, Notebooks

Table . Record of meeting.

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| TIME BREAKDOWN | **TOPIC / NOTES** | **LOCATION** |
| 9:35 – 10:50 | The team discussed the overall goal and the project and the plan for the next couple weeks. The team also started talking about the analytical reports and decided to definitely do analysis on thermal and mechanical loading. We also updated everyone if they had missed Chuck’s meeting. | Eng 120 |
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Table . Tasks Assigned.

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| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Brainstorm for analytical reports | All | 3/13 |  |
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**Next formal meeting: Mar 13**

**Time: 5:15**

**Location: Engineering**

**What will be addressed? Analytical Memo**