MEETING MINUTES

# Topic: Staff Meeting

## Date: October 15, 2018

## Time: 11:50 am – 12:15 pm

**Minutes recorded by: Lexie**

**Meeting called by**: All

Attendees: Lexie, Aziz, Amy, Dr. Oman

Please bring: Laptops, Notebooks

Table . Record of meeting.

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| TIME BREAKDOWN | **TOPIC / NOTES** | **LOCATION** |
| 11:50 am – 12:10 pm | We updated Dr. Oman and Amy on what we have done since the last hardware review.   * Finished In-Progress Calculations | EGR 317 |
|  | Dr. Oman’s Comments   * Do we want all bolts the same? Yes. Ideally * HR2 moved back to week of Oct 29th * Are you sure you’ll have enough to talk about with Chuck since you just saw him? Yes. We want to talk about the results of our analyses and ask questions about new analyses * Don’t compare yourselves to what the other team is working on and doing. Your projects have become more similar since you’re in the same class now. Are you open to stepping out during their presentations in the future? Yes |  |

**Next formal meeting: October 17, 2018**

**Time: 11:30 am**

**Location: EGR cafe**

**What will be addressed? Analyses**