MEETING MINUTES

# Topic: Analyses

## Date: October 24, 2018

## Time: 11:30 am – 12:30 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** |
| 11:30 am - | * For presentation: put CAD in and talk about each analysis * Presentation is up on Microsoft 365 with whose doing what slides * Each person is responsible for a slide for each of their analyses and a couple other slides * It’s okay if analyses are rough drafts * Need to be prepared to present Monday * Please get any design changes to Israel so he can update the CAD Model | Conference Call |

Table . Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Presentation | All | Sunday |  |

**Next formal meeting: TBD**

**Time:**

**Location:**

**What will be addressed?**