MEETING MINUTES

# Topic: Next Work to be Done

## Date: Oct 31

## Time: 5 pm

**Minutes recorded by Lexie**

**Meeting called by** All

Attendees: Aziz, Shanna, Israel, Lexie

Please bring: Notebooks, computers

Table . Record of meeting.

|  |  |  |
| --- | --- | --- |
| TIME BREAKDOWN | **TOPIC / NOTES** | **LOCATION** |
| 5:15 pm-5:30 pm | Catch Up* Good job on presentation! 94%
* Comments are on BBLearn
 | EGR |
| 5:30 – 6:00 | Upcoming Work* Website Check 2
* Operation Manual Draft
* Poster Draft

Poster and Manual don’t have to be perfect but should have the jist of what we want to do!Also, examples are on BBlearn. |  |
| 6:00 – 6:15 | Chuck will be in town on Thanksgiving. But we cannot meet |  |