

Goniometer Team C1

Meeting Minutes

September 19, 2017

I. Call to order

Grant Borchert called to order the regular meeting of the Goniometer Team at 2:00 on September 19, 2017 at the Dub.

II. Roll call

Alma Palacios conducted a roll call. The following persons were present: Grant B., Chris K., Jeremy W., Jackson R.

III. Approval of minutes from last meeting

Alma Palacios read the minutes from the last meeting. The minutes were approved as read.

IV. Open issues

- a) Creating a list of customer requirements and ranking them according to importance as they were presented by Tina from FMC. The requirements were then converted to Engineering requirements and given a numerical value. Through creating the requirements, the team members were able to do further research for the preliminary report.

V. New business

- a) Designated sections and tasks were assigned for the preliminary report and discussed. The same parts were also designated for the presentation. A deadline was set for the day before the report is due so that Jackson can compile it and review the content before submittal.
- b) Get together and go over the presentation as a team so that we know what to say and talk about so we meet the requirements.
- c) Chapter 6 quiz

VI. Adjournment

Grant Borchert adjourned the meeting at 3:15.

Minutes submitted by: Alma Palacios

Minutes approved by: Grant Borchert