

STAFF MEETING MINUTES

Topic: ME 486C 4th Staff Meeting

Date: Wednesday, October 17, 2018

Time: 9:45 am – 10:15 am

Location: Engineering Building Sarah Oman's Office

Minutes recorded by Michael Garelick

Meeting called by Sarah Oman

Attendees: All Group Members

Table 1. Record of meeting.

9:45am - 9:55am	What has been done so far •	Sarah Oman's Office
9:55am - 10:10am	What needs to be done •	Sarah Oman's Office
10:10am - end	Plan for Next Meeting •	Sarah Oman's Office

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Midpoint Report	All	10/19/2018	
Midpoint Presentation	All	10/29/2018	
Hardware Review 2	All	10/29/2018	

Next formal meeting: 10/17/18, Dr. Ciocanel's Office, Engineering Building, at 11:00am.

Next members responsible for agenda: Michael Garelick.
and meeting minutes: Michael Garelick.