

STAFF MEETING AGENDA

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

Meeting called by: Sarah Oman

Attendees: (All Team Members)

Please bring:

9:45am - 9:55am	What has been done so far <ul style="list-style-type: none">•	Sarah Oman's Office
9:55am - 10:10am	What needs to be done <ul style="list-style-type: none">•	Sarah Oman's Office
10:10am - end	Plan For next meeting <ul style="list-style-type: none">• The next team meeting will be on 10/17/2018.• What must be prepared by then?• The next meeting will be a Client Meeting.	Sarah Oman's Office

Upcoming requirements:

1. Fifth Client Meeting most likely on 10/31/2018.
2. Fifth Staff Meeting on 11/7/2018.
3. Second presentation: Midpoint Presentation on 10/29/2018.
4. Hardware Review 2 due on 10/29/2018.

Tasks to be completed prior to meeting:

Group Member	Task	Start Date
All members	Midpoint Report/Presentation	09/24/18
All members	Hardware 2	10/15/18