

STAFF MEETING MINUTES

Topic: ME 486C 5th Staff Meeting -- In-Class Lecture

Date: Wednesday, November 7, 2018

Time: 11:30 am – 12:20 pm

Location: Engineering Building Rm 314

Minutes recorded by Michael Garelick

Meeting called by Sarah Oman

Attendees: All Group Members

Table 1. Record of meeting.

| | | |
|--------------------------|---|----------|
| 11:30am - 12:20pm | In-Class Lecture <ul style="list-style-type: none">• The first draft of the poster is due on 11/9/2018.• The first draft of the operation manual is due on 11/9/2018.• On the poster, the abstract should be in the top left corner.• The poster should follow the top-down-left-right format.• Topics in order should include: Abstract, CRs, ERs, Picture of final product/CAD, Testing, Results, References, and Acknowledgements.• Finish the poster and email to Oman on November 23.• Final Product and testing proof on the week of 11/12/2018. | Room 314 |
|--------------------------|---|----------|

Table 2. Tasks Assigned.

| Task | Person Assigned | Due Date | Date Complete |
|---------------------------------|-----------------|----------|---------------|
| Final Product and Testing Proof | All | 11/17/18 | |
| Final Presentation and Poster | All | 11/30/18 | |

Next formal meeting: 11/12/18, Room 111, Engineering Building, at 11:30am.

Next members responsible for agenda: Michael Garelick.

and meeting minutes: Michael Garelick.