

# MEETING AGENDA

## Topic: ME 476C Presentation 3 Meeting

**Date: Tuesday, April 10, 2018**

**Time: 9:35 am – 10:50 am**

**Location: Engineering Building Rm 108**

Meeting called by: Michael Garelick

**Attendees: (All Team Members)**

**Please bring:** N\A

<b>9:35 am to 9:40 am</b>	<b>Establish What needs to be done and change location</b> <ul style="list-style-type: none"><li>All team members meet in Engineering Building Room 120. Relocate to Room 108 to work in the Capstone Lab.</li></ul>	Room 120
<b>9:50 am to 10:30 am</b>	<b>Work on Presentation 3</b> <ul style="list-style-type: none"><li>All team members will work on Presentation 3.</li><li>Michael and Keith: CAD<ul style="list-style-type: none"><li>Keith: Top portion.</li><li>Michael: Bottom portion.</li></ul></li><li>Mark: BOM</li><li>Cole: Presentation formatting.</li></ul>	Room 108
<b>10:40 am to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>Next meeting will be on 4/12/18.</li><li>It will be a staff meeting. Prepare what has been done and what needs to be done for each team member.</li></ul>	Room 108

Upcoming requirements:

1. Presentation 3 on 4/19/18.
2. Website 2 due on 5/2/18

Tasks to be completed prior to meeting:

Group Member	Task	Start Date
All members	Presentation 3	4/10/18
Keith	Website 3	4/5/18