

TEAM MEETING MINUTES

Topic: ME 476C Final Report Meeting

Date: Tuesday, April 24, 2018

Time: 9:35 am – 10:50 am

Location: Engineering Building Rm 108

Minutes recorded by Michael Garelick

Meeting called by Michael Garelick

Attendees: All Group Members

Table 1. Record of meeting.

9:35 am to 9:40 am	Establish What needs to be done and change location <ul style="list-style-type: none">All team members met in Engineering Building Room 120. Relocated to Room 108 to work in the Capstone Lab.	Room 120
9:50 am to 10:30 am	Work on Final Report/Prototype demonstration <ul style="list-style-type: none">All team members are worked on Final Report/Prototype demonstration.Michael and Keith: CAD<ul style="list-style-type: none">Keith: Top portion.Michael: Bottom portion.Mark: BOMCole: Presentation formatting.	Room 108
10:40 am to end	Plan for next meeting <ul style="list-style-type: none">Next meeting will be on 4/26/18.It will be a staff meeting. Prepare what has been done and what needs to be done for each team member.	Room 108

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Presentation 3	All members	4/19/18	4/19/18
Prototype demonstration CAD	Michael, Keith	5/2/18	

Prototype demonstration BOM	Mark	5/2/18	
Prototype demonstration format	Cole	5/2/18	
Final Report	All members	5/4/18	

Next formal meeting: 4/26/18, room 120,Engineering Building, at 10:15 am.

Next members responsible for agenda: Michael Garelick .

and meeting minutes: Michael Garelick .