

# MEETING AGENDA

## Topic: ME 476C Analytical Reports Meeting

**Date:** Tuesday, April 24, 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 Final Report/Prototype demonstration</b> <ul style="list-style-type: none"><li>All team members are worked on Final Report/Prototype demonstration.</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 4/24/18.</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. Final Report due on 5/4/18
2. Website 2 due on 5/2/18

Tasks to be completed prior to meeting:

Group Member	Task	Start Date
All members	Final Report	4/24/18
Keith	Website 3	4/5/18