

# MEETING AGENDA

## Topic: ME 476C Eighth Client Meeting

**Date:** Thursday April 26, 2018

**Time:** 11:00 am – 11:30 am

**Location:** Engineering Building In Front of Dr. Ciocanel's Office

Meeting called by: Cole Neilson

**Attendees:** (All Team Members)

**Please bring:** Prepared summary of what has been done for client.

<b>11:00 am to 11:10 am</b>	<b>Explain What has been done for Client</b> <ul style="list-style-type: none"><li>• Presentation 3 has been completed.</li><li>• Gave the customer a rundown of the presentation.</li></ul>	In Front of Dr. Ciocanel's Office
<b>11:10 am to 11:20 am</b>	<b>Client's Reaction</b> <ul style="list-style-type: none"><li>• Client will explain pros and cons of what has been done.</li></ul>	In Front of Dr. Ciocanel's Office
<b>11:20 am to end</b>	<b>Plan for Next Client Meeting</b> <ul style="list-style-type: none"><li>• Next meeting will be on 4/3/18.</li><li>• Meeting will be a team meeting.</li><li>• Website 2 will be due before then.</li></ul>	In Front of Dr. Ciocanel's Office

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