

STAFF MEETING MINUTES

Topic: ME 476C Seventh Staff Meeting

Date: Thursday, April 26, 2018

Time: 10:15 am – 10:45 am

Location: Engineering Building Rm 120

Minutes recorded by Michael Garelick

Meeting called by David Willy

Attendees: All Group Members

Table 1. Record of meeting.

10:15 am to 10:20 am	"What have you completed since we last met?" <ul style="list-style-type: none">All members have completed Presentation 3.Talked with Ciocanel about prototype demonstration.CAD and BOM to be improved.	Room 120
10:20 am to 10:30 am	"What are you currently working on?" <ul style="list-style-type: none">All group members working on Prototype demonstration and Final Report.Roles for each are similar for each member,	Room 120
10:30 am to 10:40 am	"What do you plan to do next?" <ul style="list-style-type: none">Finish prototype demonstration and final report.CAD drawing for demonstration.BOM revised for demonstration.	Room 120

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: 3/29/18, In front of Dr. Ciocanel's Office, Engineering Building, at 11:00 am.

Next members responsible for agenda: Michael Garelick.
and meeting minutes: Michael Garelick.