

MEETING AGENDA

Topic: ME 476C Seventh Staff Meeting

Date: Thursday, April 26, 2018

Time: 10:15 am – 10:45 am

Location: Engineering Building Rm 120

Meeting called by: David Willy

Attendees: (All Team Members)

Please bring: Prepared summary of completed, current, and next plan.

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| 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">• Willy will help plan what is next. | Room 120 |

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 |