

MEETING MINUTES

Topic: Preliminary Presentation

Monday, October 2, 2017

12:30pm-3:00pm

Minutes recorded by Riley

Meeting called by Madison

Attendees: All members

Table 1. Record of meeting.

12:30pm-1:00pm 10/2/17	Completed Tasks <ul style="list-style-type: none">• Review individual sections that have been completed• Compile completions into single report• Identify needed items left• Split up left over tasks• Plan due dates	Madison Starbucks Café (South Campus NAU)
1:00pm-2:30pm 10/2/17	Missing Tasks <ul style="list-style-type: none">• Begin work on missing group items<ul style="list-style-type: none">○ Complete QFD○ Compile new material into report	Kyle & Ali Starbucks Café (South Campus NAU)
2:30pm-2:50pm 10/2/17	PowerPoint Creation <ul style="list-style-type: none">• Create a PowerPoint with required material slides• Format in a logical and organized manner• Insert completed material	Faisal & Riley Starbucks Café (South Campus NAU)
2:50pm-3:00pm 10/2/17	Finalization <ul style="list-style-type: none">• Assign tasks for next meeting• Set next meeting time• Last minute updates if any	Madison Starbucks Café (South Campus NAU)

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Complete QFD and insert into PowerPoint	Kyle	10/3/17	10/2/17
Continue formatting final information into preliminary report	Madison	10/6/17	10/5/17
Insert images into presentation, format all slides, upload for team	Riley	10/3/17	10/3/17
Finalize generalized budget and budget breakdown	Faisel	10/3/17	10/3/17
Insert example device link and organize verbal description	Ali	10/3/17	10/3/17
Continue work on individual parts of report	All	10/6/17	10/5/17

**Next formal meeting:
Tuesday, October 3, 2017 – Engineering Building 2nd Floor (Study Room) – 1:00pm**