

MEETING MINUTES

Topic: Presentation Practice and Preparation

Tuesday, October 3, 2017

1:00pm-2:00pm

Minutes recorded by Ali

Meeting called by Madison

Attendees: All members

Table 1. Record of meeting.

1:00pm-1:45pm 10/3/17	Presentation <ul style="list-style-type: none">• Reviewed presentation's slides• Made sure everyone familiar with speaking parts• Full run through of presentation, timing for allowable presentation minimum/maximum (x3)	Riley	Engineering Building 2 nd Floor Study Room
1:45pm-2:00pm 10/3/17	Finalization <ul style="list-style-type: none">• Assign tasks for the next meeting• Set next meeting time• Last minute updates if any	Madison	Engineering Building 2 nd Floor Study Room

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Prepare for individual presentation parts	All	10/4/17	10/4/17
Finish individual parts for the report	All	10/6/17	10/5/17

Next formal meeting:

Thursday, October 5, 2017 – Engineering Building RM 112 (CPU Lab) – 2:00pm