

MEETING MINUTES

Topic: Final Report and Presentation Task Divisions

Tuesday, October 31, 2017

2:00pm-3:30pm

Minutes recorded by Riley

Meeting called by All Members

Attendees: All Members

Table 1. Record of meeting.

2:00pm-2:15pm 10/31/17	List New Portions of Report and Pres Madison <ul style="list-style-type: none">• Review report and presentation rubric/descriptions• Compile list of new sections• Add blanks for members to choose which sections to write up	Engineering Building RM 112 (CPU Lab)
2:15pm-3:15pm 10/31/17	Divide Up New Tasks Kyle <ul style="list-style-type: none">• Divide tasks that relate to members jobs first• Divide tasks that relate to previous sections completed by each member• Choose members to take new sections left over• Review any questions about report• Compile list of questions from group for instructor during next staff meeting	Engineering Building RM 112 (CPU Lab)
3:15pm-3:30pm 10/31/17	Plan for next meeting Riley <ul style="list-style-type: none">• Assign tasks for next meeting• Set next meeting time• Last minute updates if any	Engineering Building RM 112 (CPU Lab)

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Review sections for report and presentation	All	11/1/17	11/1/17
Compile individual questions about sections for staff meeting	All	11/1/17	11/1/17
Review email from Post and write response to send	Ali & Kyle	11/1/17	11/1/17
Team names	All	11/8/17	TBC

**Next formal meeting:
Wednesday, November 1, 2017 - DuBois Center RM 011 – 5:30pm**