

# MEETING MINUTES

Topic: Final Presentation and Report Preparation

**Monday, November 6, 2017**

**12:30pm-1:30pm**

Minutes recorded by Riley DeHeer

Meeting called by Madison

Attendees: All members

Table 1. Record of meeting.

<b>12:30pm-12:45pm</b> 11/6/17	<b>Base Concept Discussion</b>  <ul style="list-style-type: none"><li>• Need to choose a final design soon</li><li>• The box design concept is the best option to this point<ul style="list-style-type: none"><li>○ Provides possibilities for creativity and adaptation</li><li>○ Can theme on Route 66 (general concept)</li><li>○ Can have flip down doors or clear boxes</li></ul></li><li>• Need to begin prototyping</li></ul>	<b>Kyle</b>	Engineering Building (CPU Lab) RM 112
<b>12:45pm-1:25pm</b> 11/6/17	<b>Final Presentation and Report</b>  <ul style="list-style-type: none"><li>• Compile presentation information into a single presi</li><li>• Determine information still required</li><li>• Assign individuals to complete</li><li>• Divide sections of final report to members<ul style="list-style-type: none"><li>○ Complete by Thursday</li><li>○ Compile content and edit by Friday</li></ul></li></ul>	<b>Madison</b>	Engineering Building (CPU Lab) RM 112
<b>1:25pm-1:30pm</b> 11/6/17	<b>Plan for next meeting</b>  <ul style="list-style-type: none"><li>• Assign tasks for the next meeting</li><li>• Set next meeting time</li><li>• Last minute updates if any</li></ul>	<b>Ali</b>	Engineering Building (CPU Lab) RM 112

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Complete left sections on presentation	Ali & Riley	11/7/17	11/7/17
Complete individual portions of report	All	11/9/17	11/9/17
Edit final report	Madison & Riley	11/10/17	11/10/17
Keep improving individual ideas and prototype	All	TBD	

**Next formal meeting:  
Tuesday, November 7, 2017 – Engineering Building CMCR – 2:00pm**