

MEETING MINUTES

Topic: Base Build Day #2

Sunday, December 10, 2017

11:00am-1:00pm

Minutes recorded by Riley DeHeer

Meeting called by Trevas

Attendees: All members

Table 1. Record of meeting.

11:00am-12:30pm 12/10/17	Complete Base Boxes <ul style="list-style-type: none">• Finish boxes• Attach hinges• Modify and attach latches• Storage at Riley's house over break	Riley	Clubhouse B
12:30pm-12:55pm 12/10/17	Step Presentation <ul style="list-style-type: none">• Present completed steps to faculty advisor• Keep improving most steps and begin linking in a chain• Need to set up on base and work towards main steps	Madison	Clubhouse B
12:55pm-1:00pm 12/10/17	Plan for next meeting <ul style="list-style-type: none">• Assign tasks for the next meeting• Set next meeting time• Last minute updates if any	Kyle	Clubhouse B

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Update sections for final report resubmission	All	12/11/17	12/11/17
Complete 3 more steps over break	All	1/15/18	TBC

**Next formal meeting:
To be determined - Likely January 14, 2018**