

MEETING MINUTES

Topic: Base Build Day #1

Saturday, December 9, 2017

11:00am-3:00pm

Minutes recorded by Riley DeHeer

Meeting called by Ali

Attendees: All members

Table 1. Record of meeting.

11:00am-11:30am 11/9/17	Base <ul style="list-style-type: none">• Use pallets as base, easier to move• Need to cover tops of pallets to make look better<ul style="list-style-type: none">○ Wrap in felt to give uniformity and hide wood○ Checkered black and white flooring to fit theme○ 6' by 6'	Riley	Clubhouse B
11:30am-2:30pm 11/9/17	Boxes <ul style="list-style-type: none">• 3 boxes, 2 designs<ul style="list-style-type: none">○ Lowers: 6 sided<ul style="list-style-type: none">▪ 4- 24" by 24"▪ 2- 24" by 25"▪ 8- 3" blocks to screw into○ Upper: 4 sided<ul style="list-style-type: none">▪ 2- 24" by 25"▪ 2- 24" by 24"• 4- 24" supports for top and bottom	Riley	Clubhouse B
2:30pm-3:00pm 11/9/17	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	Madison	Clubhouse B

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Get final material needed	Madison & Riley	12/10/17	12/10/17
Get pallets together for base	Riley	12/10/17	12/10/17
Bring blue forms for Trevas to sign	Faisel	12/10/17	12/10/17
Keep improving individual ideas and steps	All	TBD	TBC

**Next formal meeting:
Sunday, December 10, 2017 – Clubhouse B – 11:00am**