

# MEETING MINUTES

## Topic: Preliminary Report Preparation

Wednesday, September 27, 2017

5:30pm-7:00pm

Minutes recorded by Kyle

Meeting called by Trevas

Attendees: All members

Table 1. Record of meeting.

<b>5:30pm-6:20pm</b> 9/27/17	<b>Discussed Report Sections</b>  <ul style="list-style-type: none"><li>• Divided work up evenly</li><li>• Assigned sections of report to team members</li><li>• discussed contents of each section</li><li>• Made a rough budget outline</li></ul>	<b>Madison</b>	DuBois Center RM 011
<b>6:20pm-6:45pm</b> 9/27/17	<b>Meeting With Client</b>  <ul style="list-style-type: none"><li>• Discussed QFD criteria</li><li>• Clarification pertaining to report sections</li><li>• Acknowledge opening of region competition at Purdue</li></ul>	<b>Trevas</b>	DuBois Center RM 011
<b>6:45pm-6:55pm</b> 9/27/17	<b>Plan for next meeting</b>  <ul style="list-style-type: none"><li>• Organize presentation</li><li>• make progress on finalized preliminary report</li></ul>	<b>Ali</b>	DuBois Center RM 011
<b>6:55pm-7:00pm</b> 9/27/17	<b>Finalization</b>  <ul style="list-style-type: none"><li>• Asked for last minute questions and clarifications between team members</li></ul>	<b>Faisel</b>	DuBois Center RM 011

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Sec. 1.0 - 1.2 and 3.4.2.0 - 3.4.2.3	Madison	10/2/17	10/1/17
Sec. 2.0 - 2.2 and 5.0	Kyle	10/2/17	10/1/17
Sec. 3.3.0 - 3.3.2 and 3.4.3.0 - 3.4.3.3	Riley	10/2/17	10/1/17
Sec. 3.4.1.0 - 3.4.1.3	Ali	10/2/17	10/1/17
Sec. 6.0 - 6.2	Faisel	10/2/17	10/1/17

**Next formal meeting:  
Monday, October 2, 2017 – Starbucks Café (South Campus NAU) – 12:30pm**