

MEETING MINUTES

Topic: Midpoint Report

Friday, October 19, 2018

11:30 am to 12:30 pm

Minutes recorded by Jacob Barker

Meeting called by Jacob Barker

Attendees: Jacob Barker, Samm Metcalfe, Ashley Shumaker

Please bring: Completed sections from Midpoint Report

Table 1. Record of meeting.

11:30 am to 12:25 pm	Review/Rewrite Midpoint Report Sections <ul style="list-style-type: none">● Review each member's contributions to midpoint report since last meeting<ul style="list-style-type: none">○ Ashley wrote design changes section○ Samm wrote manufacturing section○ Jacob addressed issues/changes to old material—changing to passed tense, adding section intros, addressing comments from final report rewrite● Make comments/edits, rewrite	Jacob's Apartment
12:25 pm to end	Plan for submission/next meeting <ul style="list-style-type: none">● Jacob will add new sections to report, make final edits● Email to rest of team by 7 PM for review, submit by 11:59 w/approval● Plan to meet again over the weekend or next week contingent on blade printing progress	Jacob's Apartment