

# MEETING MINUTES

## Topic: Quick updates/planning

Monday, November 5, 2018

7:15 pm to 7:45 pm

Minutes recorded by   Jacob Barker  

Meeting called by   Jacob Barker  

Attendees:   Jacob Barker, Samm Metcalfe, Ashley Shumaker  

Table 1. Record of meeting.

<b>7:15 pm to end</b>	<b>Progress discussion and planning</b> <ul style="list-style-type: none"><li>• Showed Ashley cart progress</li><li>• Samm got two air tanks at junkyard<ul style="list-style-type: none"><li>○ Will use smaller one. Needs to be cleaned and painted</li></ul></li><li>• Upcoming Deliverables<ul style="list-style-type: none"><li>○ Poster<ul style="list-style-type: none"><li>· Reviewed guidelines and examples online</li><li>· Ashley will be in charge of this</li></ul></li><li>○ Assembly Manual<ul style="list-style-type: none"><li>· Looked at guidelines and examples</li><li>· Jacob will be in charge of this</li></ul></li></ul></li><li>• Created list of questions to ask in class Wednesday</li><li>• Meet again Wednesday after Manufacturing class (5:15 pm)</li></ul>	Samm's Apartment
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