

# MEETING MINUTES

## Topic: Poster and Operations Manual

Friday, November 9, 2018

11:50 am to 12:15 pm

Minutes recorded by Jacob Barker

Meeting called by Jacob Barker

Attendees: Jacob Barker, Ashley Shumaker

Please bring: Drafts of poster and Operations Manual

Table 1. Record of meeting.

<b>11:50 am to end</b>	<b>Review of poster and manual drafts</b> <ul style="list-style-type: none"><li>• Jacob worked on operations manual, Ashley worked on poster</li><li>• Jacob and Ashley met to get feedback from each other (Samm out of town)</li><li>• Poster<ul style="list-style-type: none"><li>○ Format looks good!</li><li>○ Reword ERs to make them less wordy</li><li>○ Change header colors or possible all colors</li></ul></li><li>• Operations Manual<ul style="list-style-type: none"><li>○ Some figures mislabeled</li><li>○ Try to keep thinking of possible troubleshooting areas</li></ul></li><li>• Meet again on Monday to finish manufacturing and LabVIEW programs</li></ul>	Jacob's Apartment
------------------------	--	----------------------