

MEETING MINUTES

Topic: Progress Presentation

Friday, September 14, 2018

11:30 am – 12:30 pm

Minutes recorded by _Jacob Barker_____

Meeting called by _Jacob Barker_____

Attendees: __Jacob Barker, Samm Metcalfe, Ashley Shumaker__

Please bring: __Computer to work on presentation_____

Table 1. Record of meeting.

11:30 am to 12:10 pm	Initial Work on Progress Presentation <ul style="list-style-type: none">● Created outline for presentation● Populated slides on project description, design description, egr requirements, manufacturing, schedule, and budget<ul style="list-style-type: none">○ Some of these will need further work	Capstone Room
12:10 pm to end	Discussion of remaining tasks <ul style="list-style-type: none">● Need to add updated design to design description<ul style="list-style-type: none">○ Samm will work on finalizing Solidworks model● Need slide on design function● Add photos to manufacturing slide<ul style="list-style-type: none">○ Being 3D printed model from last semester to pass around● Add photos for disassembly of Summer team project● Need to update schedule<ul style="list-style-type: none">○ Ashley will work on this before next meeting● Need to update budget to reflect new/changed items<ul style="list-style-type: none">○ Jacob will work on this before next meeting● Will meet again Sunday, 12/16 at same time/place to finalize presentation and practice.	Capstone Room