

MEETING MINUTES

Topic: Progress Presentation Finalization/Practice

Sunday, September 16, 2018

11:30 am to 1:30 pm

Minutes recorded by Jacob Barker

Meeting called by Jacob Barker

Attendees: Jacob Barker, Samm Metcalfe, Ashley Shumaker

Please bring: Computer, tasks assigned at last meeting

Table 1. Record of meeting.

11:30 am to 12:45 pm	Finalizing Progress Presentation <ul style="list-style-type: none">• Added new photos to design description slide• Labelled parts of design• Added design function slide• Added photo to manufacturing slide• Added photos/table from summer team testing/disassembly• Added updated schedule• Added updated budget• Added footers to all slides• refined formatting/editing	Capstone Room
12:45 pm to end	Slide assignment/practice <ul style="list-style-type: none">• assigned slides for presentation• practiced presentation<ul style="list-style-type: none">○ ran through presentation, pausing to make notes of things we should mention/discuss○ then ran through and timed. At ~8-9 minutes, need to stretch a bit longer	Capstone Room