

# MEETING MINUTES

## Topic: Presentation Tweaks/Purchasing forms

Monday, September 17, 2018

5:20 pm – 5:40 pm

Minutes recorded by   Jacob Barker  

Meeting called by   Jacob Barker  

Attendees:   Jacob Barker, Ashley Shumaker  

Table 1. Record of meeting.

<b>5:20 pm to 5:30 pm</b>	<b>Presentation Tweaks</b> <ul style="list-style-type: none"><li>• Made a few refinements to presentation based on feedback from first round of presentations in class</li><li>• Highlighted purchased items, totaled current expenditures</li><li>• modified design function slide</li></ul>	Capstone Room
<b>5:30 Pm to end</b>	<b>Worked on purchasing forms</b> <ul style="list-style-type: none"><li>• Jacob gave Ashley receipts for all items purchased to date</li><li>• Ashley will have Dr. Oman sign purchasing forms and submit them for reimbursement</li></ul>	Capstone Room