

MEETING MINUTES

Topic: Week 8 Task List

Tuesday, October 17, 2017
5:00pm – 7:00pm

Minutes recorded by Daniel Johnson

Meeting called by Kaitlyn Barr

Attendees: Kalli Albright, Kaitlyn Barr, Dustin Branges, Daniel Johnson

Please bring: A positive attitude and completed action items

Executive Summary:

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Continue Website Work	Dustin Branges Kaitlyn Barr	10/24/17	
Individual Analytical Analysis	All	10/20/17	
More Detailed Design Description	Daniel Johnson	10/24/17	
More Detailed Design Sketch	Kalli Albright	10/24/17	
Begin CAD Package	Dustin Branges	10/24/17	

Next formal meeting: 10/16/17 Engineering Building Room 108 at 2:00