

MEETING MINUTES

Topic: Presentation Preparation

Saturday, February 7, 2018

3:00 pm – 4:30 pm

Minutes recorded by Michele Tsosie

Meeting called by Michele Tsosie

Attendees: Abdul, Fahad, Ahmad, Bsesongni, and Michele

Please bring: Labtop, Notes

Table 1. Record of meeting.

3:00 pm to 3:35 pm	Discussion of Presentation <ul style="list-style-type: none">• Reevaluating the slides of the group• Dividing up the presentation evenly• Make adjustments to the citations• Support individuals with unfinished slides• Research any unanswered parts of the slides	
3:35 pm to 4:00 pm	Discussion of Report <ul style="list-style-type: none">• Division of the responsibilities• Create a possible CAD drawing• Determine the components that will be involved in the final design.	

4:00 pm to 4:30 pm	Practice the Presentation	
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Introduction and Project description	Ahamad	2/06/18	2/06/18
Background and Benchmarking	Michele	02/06/18	02/06/18
Customer and Engineering Requirements	Bsesongni	02/06/18	02/06/18
Budget	Fahad	02/06/18	02/06/18
Schedule	Ahamad	02/06/18	02/06/18

* ALL PLEASE PRACTICE YOUR SLIDE