

MEETING MINUTES

Topic: Project Requirements

Friday, October 11, 2019

1:00 pm – 2:00pm

Minutes recorded by _____

Meeting called by _____

Attendees: _____

Please bring: _____

Table 1. Record of meeting.

1:00 pm to 2:00 pm	Discussion of Upcoming due dates <ul style="list-style-type: none">• Website• Preliminary report• subsystems split	Room
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Website	Brianna Mccully		
Preliminary report	All members		
Subsystems information	All members		