

# MEETING MINUTES

## Topic: Project Requirements

Tuesday, October 22, 2019

4:00 pm – 5:30pm

Minutes recorded by \_\_\_\_\_

Meeting called by \_\_\_\_\_

Attendees: \_\_\_\_\_

Please bring: \_\_\_\_\_

Table 1. Record of meeting.

<b>1:30 pm to 1:40 pm</b>	<b>Skype with Mike</b> <ul style="list-style-type: none"><li>• Discussion led by Sam fox</li><li>• Updating mike on project</li><li>• better team dynamic</li><li>• scheduling system</li><li>• plan things out</li></ul>	Capstone room
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Peer eval 2	All team members	10/23/19	
Analyses memo	All members	11/1/19	

**Next formal meeting: 10/25/19, Engineering Building, at 3:00pm.**