

MEETING MINUTES

Topic: Team Meeting

Friday, November 15, 2019

3:00 pm – 5:15pm pm

Minutes recorded by _____

Meeting called by _____

Attendees: _____

Please bring: _____

Table 1. Record of meeting.

3:00 pm to 5:00 pm	Discussion of Project Final report <ul style="list-style-type: none">• Discussion led by Sam Fox• Major edits needed and worked on• Format corrections• References and labels for figures and tables	Room 102
5:00 pm to end	Plan for next meeting & upcoming due dates <ul style="list-style-type: none">• Bom & CAD model due• Brianna focus on website update/ minutes• Individual analyses due soon• Parts in and building the prototype	Room 102

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on Bom & CAd package	All members	11/22/19	
Website Update	Brianna		
Build prototype	All members	Soon	

Next formal meeting: 11/18/19, Engineering Building, at 7:00pm.