

# MEETING MINUTES

## Topic: Project Requirements

Friday, November 26, 2019

5:30 pm –8:00pm

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

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

Attendees: \_\_\_\_Sam Fox, Brianna Mccully \_\_\_\_\_

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

Table 1. Record of meeting.

<b>5:30 pm to 8:00 pm</b>	<b>Building Prototype</b> <ul style="list-style-type: none"><li>• Soldering pieces together</li><li>• Screwing pieces</li></ul>	Room 22
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Video the prototype working	Sam Fox		
Website and minutes	Brianna Mccully		

**Next formal meeting: 12/2/19, room 314,Engineering Building, at 7:00pm.**