

# MEETING MINUTES

## Topic: Project Requirements

Tuesday, January 28, 2020

5:30 pm –6:30pm

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

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

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

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

Table 1. Record of meeting.

<b>5:30 pm to 6:15 pm</b>	<b>Discussion of Competition and Design Report</b> <ul style="list-style-type: none"><li>• Discussion led by Sam fox</li><li>• Decide about going to competition</li><li>• Talks about design report deliverables</li><li>• Splitting up design report</li></ul>	Capstone Room
<b>6:15 pm to 6:30 pm</b>	<b>Discussion of Hardware Review</b> <ul style="list-style-type: none"><li>• Discussion of what to talk about in review</li><li>• Discuss about times for review</li></ul>	Capstone Room

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Design Report	All members	2/3/20	

**Next formal meeting: 2/3/20, room101, Engineering Building, at 6:00pm.**