

# MEETING MINUTES

## Topic: Project Requirements

Tuesday, February 11, 2020

5:30 pm –6:00pm

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

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

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

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

Table 1. Record of meeting.

<b>5:30 pm to 5:45pm</b>	<b>Discussion of Er's TP's memo</b> <ul style="list-style-type: none"><li>• Discussion led by Sam fox</li><li>• Split memo between team members</li><li>• Customer requirements- Brianna</li><li>• Engineering requirements - Jichao and Ali</li><li>• Testing procedures- Sam</li></ul>	Capstone Room
<b>5:45 pm to 6:00 pm</b>	<b>Discussion of future deliverables</b> <ul style="list-style-type: none"><li>• Discussion of manufacturing</li><li>• Discussion of future due dates</li></ul>	Capstone Room

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Er's and TP's memo	all members	2/14/20	

**Next formal meeting: 2/17/20, room101, Engineering Building, at 6:00pm.**