

MEETING MINUTES

Topic: Project Requirements

Monday, February 3, 2020

5:30 pm –6:30pm

Minutes recorded by _____

Meeting called by _____

Attendees: _____

Please bring: _____

Table 1. Record of meeting.

5:30 pm to 6:15 pm	Discussion of Design Report <ul style="list-style-type: none">• Discussion led by Sam fox• Finish up design report• Help with any confusion with other teammates	Capstone Room
6:15 pm to 6:30 pm	Discussion of Hardware Review <ul style="list-style-type: none">• Discussion of what to talk about in review• Discussion on when to show up	Capstone Room

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Hardware Review memo	Brianna	2/7/20	

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