

MEETING MINUTES

Topic: Project Requirements

Friday, October 25, 2019

3:00 pm – 5:00pm pm

Minutes recorded by ___Brianna Mccully_____

Meeting called by _____

Attendees: _____

Please bring: _____

Table 1. Record of meeting.

3:00 pm to 3:30 pm	Discussion of future goals <ul style="list-style-type: none">• what we are splitting up in the coming weeks• future due dates	Room capstone
3:30 pm to 4:00 pm	Discussion split tasks <ul style="list-style-type: none">• individual memo tasks• final presentation<ul style="list-style-type: none">o Jichao topic: 0o Ali topics: 1,2o Brianna topic: 3o Sam topics: 4,5• final report<ul style="list-style-type: none">o Brianna: 1,6o Jichao: 2o Ali: 5o Sam: 3, 4o All members 4• BOM	Room
4:00pm to 4:30pm	Discussion of due dates <ul style="list-style-type: none">• Sam- parts list by 10/28• Brianna- finish website	Room
4:30 pm to end	Plan for next meeting <ul style="list-style-type: none">• meeting 10/28• have notes/ questions on presentation• BOM list• website• finish and turn in memo 10/25	Room

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Bom: Official parts list	Sam fox	10/28/19	
Website	Brianna Mccully	10/31/19	
Split final presentation	All group members	11/1/19	
look over final report	All members	11/1/19	

Next formal meeting: 10/28/19, room capstone,Engineering Building, at 7:00pm.