

# MEETING MINUTES

## Topic: Project Requirements

Monday, November 4, 2019

7:00 pm – 8:00pm pm

Minutes recorded by \_\_\_Brianna Mccully\_\_\_\_\_

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

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

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

Table 1. Record of meeting.

7:00 pm to 7:15 pm	<b>Discussion of Emails</b> <ul style="list-style-type: none"><li>• Scheduling email</li><li>• Mentor email</li></ul>	Room 218
7:15 pm to 7:30 pm	<b>Discussion of Final presentation</b> <ul style="list-style-type: none"><li>• Going over presentation</li><li>• Discussing format</li><li>• Discussing parts</li><li>• Practicing</li></ul>	Room
7:30pm to 8:00pm	<b>Discussion of future due dates</b> <ul style="list-style-type: none"><li>• Final report</li><li>• BOM &amp; CAD package</li></ul>	Room

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Do final report	All group members	11/8/19	
Work on CAD	All members	11/10/19	

**Next formal meeting: 11/8/19, room capstone, Engineering Building, at 3:00pm.**