

# MEETING MINUTES

## Topic: Project Requirements

Wednesday, March 4, 2020

5:30 pm – 8:30pm

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

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

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

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

Table 1. Record of meeting.

<b>5:30 pm to 8:00 pm</b>	<b>Assembling Device</b> <ul style="list-style-type: none"><li>• Sam soldering circuit board</li><li>• Other members testing magnet</li><li>• Working on upcoming assignments</li></ul>	Room
<b>8:00 pm to end</b>	<b>Plan for Future due dates</b> <ul style="list-style-type: none"><li>• talk about what is next and what else to do on project</li></ul>	Room

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Presentation	All members	3/2/20	
Hardware Review 2	All members	3/6/20	
Peer eval 2	All members	3/8/20	
UGrads Signup	Sam Fox	3/7/20	