**AGENDA**

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| --- | --- |
| Meeting Information | Wednesday, Dec. 4 2019  6PM AZ Time  EGR Building  **MAIN ACTIONS**   * Time Card Due TODAY * Prototype Report * Website Development |
| Prototype Memo | * Insert pictures * Brief Description |
| Website Development | * Give Dr. Bowman documents to approve * See rubric   + Be sure all information needed for website check 2 is completeTeam Info and pictures must be completed   + Add prototype stuff and final report/presentation   + Add CAD images |
| Due Soon | * Time Card Due Today * Final prototype memo * Website Check 2 * Last Peer Eval |

Notes:

**ACTION LIST**

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| --- | --- |
| **Team Member** | **Actions** |
| Andrew Acosta | * Website Development |
| Sultan Almarzouqi |  |
| Sam Armstrong | * Prototype Memo |
| Karissa Barroso | * Send documents to Dr. Bowman by midnight tonight!   + Add disclaimers to each document |
| Scott Sprauer | * Prototype memo |

**Soft Team Deadlines**

Final Prototype Memo: 12/4

Website check 2: 12/6

Peer Eval: 12/9

**DISCLAIMER**

This work was created in partial fulfillment of Northern Arizona University’s Capstone Course “ME 476C″. The work is a result of the Psyche Student Collaborations component of NASA’s Psyche Mission ([https://psyche.asu.edu](https://psyche.asu.edu/)). “Psyche: A Journey to a Metal World” [Contract number NNM16AA09C] is part of the NASA Discovery Program mission to solar system targets. Trade names and trademarks of ASU and NASA are used in this work for identification only. Their usage does not constitute an official endorsement, either expressed or implied, by Arizona State University or National Aeronautics and Space Administration. The content is solely the responsibility of the authors and does not necessarily represent the official views of ASU or NASA.