MEETING MINUTES

# Topic: Final Report

## Friday, November 15, 2019

## 9:00 am– 11:00 am

**Minutes recorded by \_Rachel Watanabe\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by** **Rachel Watanabe**

**Attendees: Rachel Watanabe, Toren Schurb (showed up at 10:20 am and only stayed for ~8 min.), and Jayne Sandoval (showed up at 10:30 and stayed with Rachel until 11:30 am)**

**Please bring:** Laptops/device to access online team docs; Plus any docs/info/data that will be needed to insert into the final report

**Table 1. Record of meeting.**

|  |  |  |
| --- | --- | --- |
| 9:00 am to end | **Final Report**   * Discussion led by Rachel Watanabe * Rachel: read through every section that was in the report at that time; made major edits to all of the new sections (wasn’t in the first report); wrote a few sections that were skipped over; answered all questions posed by Toren and Jayne when they showed up * Jayne: wrote “basic” paragraphs for the design section and testing section   + Rachel end up re-writing theses sections to meet requirements after Jayne left (she worked until 2 pm at Starbucks) * Toren: said he hasn’t worked on anything before the meeting; talked to Rachel about what he needed to do for FMEA changes/report; left-right after only staying for about 8 minutes | South Starbucks |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Gather data in Openwind for top 3 sites | Everyone | Orignal:  10/30/19  Extended:  11/20/19 |  |
| Select a final site | Everyone | Orignal:  10/30/19  Extended:  11/27/19 |  |
| Finish putting together Presentation 3 | Everyone | Orignal:  11/1/19  Extended:  11/4/19 | 11/4/19 |
| Practice for Presentation 3 | Everyone | Orignal:  11/3/19  Extended:  11/4/19 | 11/4/19 |
| Final Report | Everyone | 11/15/19 |  |

**Next formal meeting: 11/20/19, EGR Internet Cafe, at 5:30 pm.**