MEETING MINUTES

# Topic: Presentation 1

## Wednesday, September 11, 2019

## 5:30 pm – 7:30 pm

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

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

**Attendees: Rachel Watanabe, Toren Schurb and Jayne Sandoval**

**Please bring:** Laptops/device to access online team docs; Read and bring CWC 2020 Rule book w/questions

**Table 1. Record of meeting.**

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| --- | --- | --- |
| 5:30 pm to 6:50 pm | **Presentation 1**   * Discussion led by Rachel Watanabe * Discussed what needed to be included in each part of the presentation * Discussed what information everyone found * broke down who was going to input what information into the presentation * Started organizing slides and inserting information | EGR Rm 102 |
| 6:50 pm to end | Discussing Rules with Professor Willy  * Discussion led by Professor Willy * everyone asked questions based on the CWC rulebook that was provided to us at the first meeting * Discussed different aspects of the competition itself that was unclear | EGR Rm 102 |

**Table 2. Tasks Assigned.**

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| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Team Charter Submission | Marina McCue | 9/6/19 | 9/6/19 |
| Read over CWC Rule Book & come prepared to next meeting with questions | Everyone | 9/11/19 | 9/11/19 |
| Contact Engineering Front deak about booking room 323 for meetings | Rachel Watanabe | 9/11/19 | 9/6/19 |
| Work on Presentation 1 slides | Everyone | 9/13/19 |  |
| Read over CWC 2019 top three site papers | Everyone | 9/13/19 |  |

**Next formal meeting: 9/13/19, EGR Building, at 11:30 am.**