

# MEETING MINUTES

## Topic: Fan flyer

Wednesday: 4/11/2019

Meeting called by: David Willy

Minutes completed by: Faisal Almutairi

**Attendees: (All Team Members), David Willy, Brandon Begay**

**Please bring:** Meeting agenda;

**Executive summary:**

Key items to be discussed in the meeting will be the Final Report and presentation.

	<b>Old Meetings</b> current state of your design	2 Minutes
	<b>Analytical</b> did the analytical assignments influence your current state of the design	5 minutes
	<b>Project Status</b> <ul style="list-style-type: none"><li>• Status on the project and what needs to be done in the near future or at the moment.</li></ul>	5 minutes
	<ul style="list-style-type: none"><li>• Peer eval 3</li><li>• Presentation 3</li></ul>	5 minutes
	<b>Final report</b> <ul style="list-style-type: none"><li>• . final report, BOM, CAD, website 3 questions?</li></ul>	3 minutes

Upcoming requirements:

1. 1. what is the current state of your design?
2. 2. did the analytical assignments influence your current state of the design?
3. 3. Peer eval 3 questions, Presentation 3?
4. 4. final report, BOM, CAD, website 3 questions?