

# 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 last few items needed in class and how to carry over into the next semester.

	<b>Old Meetings</b> <ul style="list-style-type: none"><li>Items that need to be covered and also presentation issues</li></ul>	2 Minutes
	<b>Final Report</b> <ul style="list-style-type: none"><li>Changes that are done and submitting the current report for feedback. Making sure that all the changes are done and up to date. Get the TA to look over for the next few days.</li></ul>	5 minutes
	<b>Project Demonstration</b> <ul style="list-style-type: none"><li>Go over the demonstration details and how it should be done</li></ul>	5 minutes
	<b>CAD and BOM expectations</b> <ul style="list-style-type: none"><li>What needs to be done in the final weeks and how things will be carried over to the new semester</li></ul>	5 minutes
	<b>Final tasks</b> <ul style="list-style-type: none"><li>. final report, BOM, CAD, website 3 questions?</li></ul>	3 minutes

Upcoming requirements:

- Final Tasks and what should the team expect over the next few weeks.
- How should the final report be done.