

# 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. Get in contact with client and propose the analysis of the project.
2. Complete the analysis reports
3. Begin thinking prototypes that should be made that meet the requirements.
4. 1. what is the current state of your design?
5. 2. did the analytical assignments influence your current state of the design?
6. 3. Peer eval 3 questions, Presentation 3?
7. 4. final report, BOM, CAD, website 3 questions?