

MEETING MINUTES

Topic:

Date: 1/28/19

Time: 2:15pm

Location: Dub Rm 30

Minutes recorded by: Chadrick Jennings

Meeting called by: Seth Mabes

Attendees: Chad Jennings, Nicholas Norris, Seth Mabes, Noah Wick

Table 1. Record of meeting.

Time	Description	Location:
2:15-2:18	Discussed Agenda for meeting	EGR Rm 323
2:18-2:20	Reviewed previous capstone projects relating to current project to determine scope of project	EGR Rm 323
2:20-2:28	Determined different possible deliverables based on project description and previous projects.	EGR Rm 323
2:28-2:34	Developed questions for the client in order to gain a complete list of needs.	EGR Rm 323
2:35-2:40	Discussed different research topics to prepare for client meeting.	EGR Rm 323
2:40-2:45	Reviewed information from client website	EGR Rm 323

2:45-2:55	Continued developing questions for client	EGR Rm 323
2:55-3:10	Reviewed more previous capstone projects to determine deliverables and goals for the project	EGR Rm 323
3:10-3:25	Finished developing questions for the client	EGR Rm 323

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Continue to find additional references resources.	Everyone		

Next formal meeting: Thursday 1/31/19