

# MEETING MINUTES

## Topic:

**Date:** 2/01/19

**Time:** 5:30pm - 7:20pm

**Location:** EGR107

**Minutes recorded by:** Nicholas Norris

**Meeting called by:** Noah Wick

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

**Table 1. Record of meeting.**

<b>Time</b>	<b>Description</b>	<b>Location:</b>
<b>5:30-5:50</b>	Completed Customer Needs(CNs) Discussed Engineering Requirements Final discussion of CNs for client approval Email sent by Noah	EGR Rm 107
<b>5:50-6:00</b>	Engineering requirements are decided upon	EGR Rm 107
<b>6:00-6:20</b>	Rough draft of Engineering Requirements (ERs) is correlated with CNs.	EGR Rm 107
<b>6:20-6:45</b>	Benchmarking was discussed as a large task that should be split into subsystems and completed by the team. Background was discussed.	EGR Rm 107
<b>6:45-7:00</b>	Schedule was discussed and Noah will complete. Gantt chart resources were considered.	EGR Rm 107

<b>7:00-7:10</b>	Articles were discussed and relevance of those articles were also discussed.	EGR Rm 107
<b>7:10-7:20</b>	Budget was quickly overviewed and estimated.	EGR Rm 107
<b>7:20</b>	Meeting end	EGR Rm 107

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Finish individual sections and touch ups of presentation as we approach the monday meeting to complete and practice presentation.	Everyone		

**Next meeting: Monday 02/04/19**