

MEETING MINUTES

Topic:

Date:

Time: 2/4/19

Location: EGR 3rd floor conference room

Minutes recorded by: Noah Wick

Meeting called by:

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

Table 1. Record of meeting.

Time	Description	Location:
2:00-2:10	Discussion of individual research and relevance of references. How to relate references to project during presentation and how much time to spend describing reference.	EGR 3 rd floor conference room
2:10-2:20	Analyzed system and broke down into individual components. Discussed how to categorize components into subsystems.	EGR 3 rd floor conference room
2:20-2:30	Discussed status on individual benchmarking among group. Noah: main system, Nicholas: GUI, Chad: sensors, Seth: pumps	EGR 3 rd floor conference room
2:30-2:40	Group feedback session on individual slides for presentation.	EGR 3 rd floor conference room
2:40-2:50	Quick, rough, run-through of presentation	EGR 3 rd floor conference room
2:50-3:00	References revisited. Seth and Noah each discarded one reference and will replace with more relevant one for presentation. Discussed plan for next meeting (tomorrow): will have individual slides complete and run through presentation several times to refine.	EGR 3 rd floor conference room

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Complete individual slides and research to present	Team	Next meeting	

Next formal meeting: 2/5/19