

# MEETING MINUTES

**Topic:**

**Date:**

**Time: 4/1/19**

**Location:** EGR 3<sup>rd</sup> floor conference room

**Minutes recorded by: Nicholas Norris**

**Meeting called by:**

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

**Table 1. Record of meeting.**

<b>Time</b>	<b>Description</b>	<b>Location:</b>
<b>2:00-2:10</b>	Discussion of the weekend events and individual works completed. Nicholas showed new solidworks model.	EGR 3 <sup>rd</sup> floor conference room
<b>2:10-2:20</b>	Discussion of issues within the new model and then tolerances were discussed.	EGR 3 <sup>rd</sup> floor conference room
<b>2:20-2:30</b>	Tolerances for the QFD were continued to be finalized.	EGR 3 <sup>rd</sup> floor conference room
<b>2:30-2:40</b>	Tolerances continued and work meeting began.	EGR 3 <sup>rd</sup> floor conference room
<b>2:40-2:50</b>	Chad works on Fluid Analysis. Nicholas works on solidworks. Noah works on tolerances.	EGR 3 <sup>rd</sup> floor conference room

<b>2:50-3:20</b>	Work meeting continues throughout the meeting time. Team leaves meeting room in order to meet client.	EGR 3 <sup>rd</sup> floor conference room
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**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Work on analytical report.	Team	Next meeting	

**Next formal meeting: 4/8/2019**