MEETING MINUTES

# Topic: Meeting 7.

## Date: Thursday, April 25, 2019

## Time: 4:30 pm – 5:00 pm

**Location: Classroom**

**Minutes recorded by \_\_\_Husain Alkandari**

**Meeting called by** **\_\_Dr. David Willy**

Attendees: \_\_All Group Members

Table 1. Record of meeting.

|  |  |
| --- | --- |
| 4:30 pm to 4:40 pm | * Final report update (GTA comments) * Work in feedback * Go by the report rubric |
| 4:40 pm to 4:50 pm | * Expectation for demonstration day. * Running conveyor belt. * Recognize Lego. * CAD and BOM. |
| 4:50 pm to end | * Website check * Final report |

Table 2. Tasks Assigned.

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| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Final Report | All team members | 4/28/19 | 4/28/19 |
| Project demonstration day | All team members | 4/30/19 | 4/30/19 |