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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |