

MEETING MINUTES

Topic: SRR (CN's and ER's Project)

Thursday 1/30/2020
5:30 pm – 6:00 pm

Minutes recorded by Jackie

Meeting called by Richard

Attendees: Jackie, Richard, Zack, and Jacob

Please bring: Yourself and Electronics

Table 1. Record of meeting.

5:30 pm to 5:45 pm	Discussion about SRR, CNs, ERs <ul style="list-style-type: none"> Tailor the SRR to our project Going through the Given SRR list from Client and choosing which relate to the topic 	EGR Building
4:10 pm to 4:40 pm	Discussion about when to Meet <ul style="list-style-type: none"> 	EGR Building
4:40 pm to end	Plan for next meeting <ul style="list-style-type: none"> 	EGR Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete

Next formal meeting: