

# MEETING MINUTES

## Topic: Concept Generations

Tuesday 03/03/2020

9:30 pm – 11:00 am

Minutes recorded by: Jacob Belin

Meeting called by: Richard Campos

Attendees: Jackie, Zack, Richard

Please bring: Computers

Table 1. Record of meeting.

<b>9:30 am – 9:40 am</b>	<b>Project Update</b> <ul style="list-style-type: none"><li>• Started a Gantt Chart</li><li>• Follow up with media, GA was not available for scheduled call</li><li>• Reschedule with GA to have PDR due same time as course and to have a meeting before spring break</li></ul>	EGR Building
<b>9:40 am – 10:40am</b>	<b>Discuss Concepts (Open Discussion)</b> <ul style="list-style-type: none"><li>• Review PDR presentation from GA, review of PDR report template from NAU</li><li>• Updates to the Gantt Chart</li><li>• Began to organize PDR Report</li><li>•</li></ul>	EGR Building
<b>10:40 am – 10:50 am</b>	<b>Moving Forward</b> <ul style="list-style-type: none"><li>• Follow up with rescheduling meeting with GA</li><li>• Update Trevas on upcoming schedule</li><li>• Finish Morph Matrix and Decision Matrix</li><li>• Update SRR</li><li>• Start work on PDR Report/Presentation</li></ul>	EGR Building