

MEETING MINUTES

Topic: Prototype BOM

Date: Friday, August 21, 2020

Time: 11:30 pm – 12:30 pm

Location: Zoom Meeting

Minutes recorded by Richard Campos

Meeting called by All Members

Attendees: All Group Members

Table 1. Record of meeting.

11:30am-12:00pm	-The team went through the current BOM and decided which items were needed to be purchased immediately -This was done based on which items were needed or prototyping purposes
12:00pm-12:20pm	-The team went through the new BOM and figured out which quantity of each item would be needed for the prototype. -This brought up some discussion regarding new design considerations for the fixture
12:20pm-12:30pm	-With the BOM finalized, the team had Jacob send it over to Dr. Oman for purchasing

Next formal meeting: 2/7/19, Room 323, Engineering Building, at 6:00pm.

Next members responsible for agenda: Richard Campos.

and meeting minutes: Jacob Belin.