

NPOI Vacuum Manifold Capstone

# Team Meeting

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12 September 2021 / 11:30 PM / On MS Teams

## ATTENDEES

Wyatt (Note Taker) / Cydny / Alex

## AGENDA

1. Finalize the presentation
2. Make sure everyone has what they need to be successful

## NOTES

- The presentation was mostly done, just a few slides and sources needed to be finalized
- We all have an equal number of slides to go over so that's really good

## ACTION ITEMS

1. Practice for the presentation on Monday
2. Keep up to good team work

## NEXT WEEK'S AGENDA

- Follow the Gantt chart
- Meet with client
- Meet and exceeded the class requirement