

# MEETING MINUTES

## Topic: Staff Meeting

Monday, September 20th, 2021

12:40 – 12:55pm

Minutes recorded by \_\_Dallany Segura\_\_

Meeting called by \_\_David Willy\_\_

Attendees: \_\_David Willy, Daniel Castano and Dallany Segura\_\_

Please bring: \_\_N/A\_\_

Table 1. Record of meeting.

<b>12:40 pm to 12:50 pm</b>	<b>Discussion of upcoming assignments</b> <ul style="list-style-type: none"><li>• Discussion led by David Willy</li><li>• Website check 1 due next week. It is asked that teams include:<ul style="list-style-type: none"><li>○ A page for each team member with a brief about me and LinkedIn link</li><li>○ New content i.e. completed assignments</li><li>○ Meeting minutes</li></ul></li><li>• This week is designated for purchase and reimbursement forms. Budget liaisons will be meeting on Friday.</li><li>• Machine shop schedule: N/A</li><li>• Implementation memo reminder</li></ul>	MS Teams
<b>12:50 pm to end</b>	<b>Clarification about budget source</b> <ul style="list-style-type: none"><li>• The team is funded by Dr. Timothy Becker, but purchases have been made out of pocket thus far.</li><li>• The team needs to meet with client to obtain the speed cart number.</li></ul>	MS Teams

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Purchase/Reimbursement forms	Team	09/24/21	N/A
Website check 1	Team	10/01/21	N/A