

# MEETING MINUTES

## Topic: Staff Meeting

Monday, September 27th, 2021

12:40 – 1:00pm

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>Website Check Expectations</b> <ul style="list-style-type: none"><li>• Discussion led by David Willy</li><li>• Due on Friday 10/01</li><li>• Add more content that shows the projection of the project to date</li><li>• The "about me" section of the website should include a page for each team member. This should be more like a portfolio that shows some of the accomplishments of each student. Make sure that LinkedIn is up to date and include it in this section.</li></ul>	MS Teams
<b>12:50 pm to 12:55 pm</b>	<b>Implementation Memo Expectations</b> <ul style="list-style-type: none"><li>• Discussion led by David Willy</li><li>• Due next week</li><li>• Rehash customer needs and engineering requirements. Be sure to describe any changes that were made and provide an explanation.</li><li>• Future work requires a work breakdown structure.</li><li>• Make sure to allocate enough time to meet the deliverables.</li></ul>	MS Teams
<b>12:55 pm to end</b>	<b>Presentation Expectations</b> <ul style="list-style-type: none"><li>• Discussion led by David Willy</li><li>• Due following week, week 8</li><li>• Look over rubric to determine what the team should begin working on</li><li>• Presentation should be 10-15 minutes long</li><li>• Include testing plan or design of experiment that determines how the engineering requirements will be met</li></ul>	MS Teams

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Website check	Team	N/A	10/01/21
Implementation memo	Team	N/A	10/08/21
Begin working on the content for presentation 1	Team	N/A	N/A