

MEETING MINUTES

Topic: Staff Meeting

Monday, October 4th, 2021

12:40 – 12:55pm

Minutes recorded by Dally Segura

Meeting called by David Willy

Attendees: David Willy, Daniel Castano and Dally Segura

Please bring: N/A

Table 1. Record of meeting.

12:40 pm to 12:55 pm	Upcoming assignments <ul style="list-style-type: none">• Discussion led by David Willy• Implementation memo overview<ul style="list-style-type: none">○ Update CRs and ERs○ Mention all design changes and justify using ERs○ Future work section requires WBS• Midpoint presentation<ul style="list-style-type: none">○ Need to start thinking about a testing plan	LRC RM 106A
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Implementation memo: Introduction, CRs	Dally	10/08/21	10/06/21
Implementation memo: ERs, Design changes sections	Daniel	10/08/21	10/07/21
Finalize implementation memo, and submit.	Dally	10/08/21	10/08/21