

MEETING MINUTES

Topic: Staff Meeting

Tuesday, March 2nd, 2021

7:30pm – 7:55pm

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.

7:30pm to 7:40pm	Discussion of the Progress <ul style="list-style-type: none">• Discussion led by David Willy• Presentation 2 feedback available• Preliminary report and website check due soon	MS Teams
7:40pm pm to 7:50 pm	Discussion of Deliverables <ul style="list-style-type: none">• Review report deliverables• Preliminary report<ul style="list-style-type: none">○ Update QFD, Gantt chart, etc○ Complete literature review○ Full system concepts○ Sub system concepts	MS Teams
7:50 pm to end	Final Comments <ul style="list-style-type: none">• Start thinking about topics to research for the individual analytical analysis	MS Teams