

## Meeting Minutes - Mentor Meeting November 3rd, 2022

Time	Notes
6:30pm	<b>Meeting Start</b> <ul style="list-style-type: none"> <li>● All team members present</li> </ul>
	<b>Poster</b> <ul style="list-style-type: none"> <li>● Look at the template on the class website</li> <li>● Meeting to work on it on Monday</li> <li>● Talk for 10-15 minutes and leave time for questions <ul style="list-style-type: none"> <li>○ Be sure to be ready on that day</li> <li>○ Prototype video part of time?</li> </ul> </li> <li>● Work on elevator pitch for the poster</li> </ul>
	<b>Tech Feasibility Draft</b> <ul style="list-style-type: none"> <li>● Went over feasibility with client</li> <li>● Vahid will look at it over the weekend and provide feedback</li> <li>● Work on it on Monday(?)</li> <li>● Focus on this right now</li> <li>● Next week Final Draft is due <ul style="list-style-type: none"> <li>○ Add commented version of draft to the final document</li> <li>○ Implement changes / comments into the final version</li> <li>○ Submit as a Hard Copy and Word/PDF document</li> </ul> </li> <li>● Vahid will have a graded copy on Monday, we will need to get from him <ul style="list-style-type: none"> <li>○ Grammatical errors</li> <li>○ Vahid thinks we are doing great compared to other groups</li> </ul> </li> <li>● Isaiah has folder</li> </ul>
	<b>Prototype</b> <ul style="list-style-type: none"> <li>● Meeting with Vahid at end of the month</li> </ul>
6:40pm	<b>Meeting End</b>