

Meeting Minutes Week 05/01/17-05/07/17

Meeting: May 01, 2017 3:30-5:30 pm in Capstone lab

Team Meeting Discussion/Activity:

- ❖ Team split up writing portions for the final report.

Weekly Tasks 05/01/17-05/07/17

| Team Member | Tasks Assigned |
|-------------|--|
| Khaled | <ul style="list-style-type: none">• Add most recent documents to team website• Summary of keys to project success (Section 9.1) |
| Hasan | <ul style="list-style-type: none">• Update budget portion and summary into report |
| Noah | <ul style="list-style-type: none">• Submit Final CAD Package• Complete section 8.1 (Final testing) of report |
| Eileen | <ul style="list-style-type: none">• Submit Final Report• Summary of keys to project success (Section 9.1) |
| A.J. | <ul style="list-style-type: none">• Submit meeting minutes by 05/07/2017• Complete section 9.2 of report• Add in customer need changes to House of Quality in section 2.6 and an updated final device sketch (Figure 19) |

Next Steps:

- ❖ Meet Dr. Winfree Monday (05/08/2017) at noon.
- ❖ Complete Final Peer evaluation