

Time: 1:15 PM

Date: Friday November 9, 2018

Subject: Team Meeting

Present: Hamad, Abdul, Amy, Angelo, Alivia

Recorded by: Amy

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TO DO:

- Collect information on products for the purchase order
- Plan prototypes
- Discuss what will be presented in the next staff meeting

PURCHASE ORDER:

- A document has been created in the drive for everyone to place their required products
- It was decided that for now the only item that needs a purchase order is the bellow

UPCOMING:

- Meet up to play with Knex and tinker toy on Sunday and get prototypes worked on
- Present any work done over the weekend to Dr. Trevas in the staff meeting on Monday