

MEETING MINUTES

Topic: Project Requirements

Thursday, October 07, 2018

7:00 – 8:00

Minutes recorded by: Hani Alharbi

Meeting called by: B.E.E, C7

Attendees: Kyle Matsuoka, Talon Mills, Taylor Mellon, Hani Alharbi

Please bring: Laptops

Table 1. Record of meeting.

7:00pm-8:00pm	Discussion of Team Charter <ul style="list-style-type: none">Improving the website.Editing Executive Summary and a Scope of Work MemoFinding an estimation for the Prototype's cost	EGR Room 101
8:00 pm -8:15 pm	Discussion of Upcoming Deadlines <ul style="list-style-type: none">During this week, work on the second presentation.Analytical Analyses I Team Memo.	EGR Room 101

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Analytical Analyses I Team Memo	Hani Alharbi	10/12/18	
Analytical Analyses I Team Memo	Taylor Mellon	10/12/18	
Analytical Analyses I Team Memo	Talon Mills	10/12/18	
Analytical Analyses I Team Memo	Kyle Matsuoka	10/12/18	

Next formal meeting: 10/14/18, Engineering Building, at 7:00pm.