

Team MEETING MINUTES

Topic: Upcoming Requirements

Sunday, November 18, 2018

6:00-6:30pm

Minutes recorded by: Hani Alharbi

Meeting called by: B.E.E

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

Please bring: Laptops

Table 1. Record of meeting.

6:00-6:15 pm	Discussion of Upcoming Due Dates <ul style="list-style-type: none">● Discuss the upcoming and what have we done and what might need to be done● Discussed the walkthrough that our team and the client Jon Heitzinger had planned in SBS West building on Tuesday at 3:30pm in order to see the system of the ventilation in the building.<ul style="list-style-type: none">○ Peer Evaluation○ Final Presentation 3○ Final Prototype Demonstration○ Final Report	SBS West Building.
6:15-6:30 pm	<ul style="list-style-type: none">● Discussed Previous Report<ul style="list-style-type: none">○ On Sunday 11/18, we made sure that we understand everything about SBS West building○ Plan to have a second visit or meeting with Jon Heitzinger○ Plan to have things done by a day before due date	Starbucks

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Presentation 3	All	10/23/2018	10/22/18
Final Presentation	All	11/26-28/18	10/25/18
Final Report	All	11/30/18	11/30/2018
Peer Evaluation	All	11/23/18	11/23/2018
Final Prototype Demonstration	All	11/9/18	
Update Website	Hani Alharbi	11/29/2018	11/28/18

Next formal meeting: 11/25/2018, Engineering Building, at 6:00 pm.