

STAFF MEETING MINUTES

Topic: Project Requirements

Monday, September 17, 2018

7:00 pm-7:30 pm

Minutes recorded by: Taylor Mellon

Meeting called by: B.E.E

Attendees: Talon Mills, Taylor Mellon, Kyle Matsuoka, Hani Alharbi, Dr. Trevas

Please bring: Laptops

Table 1. Record of meeting.

7:00 pm to 7:15 pm	Discussion of Client and Sponsor <ul style="list-style-type: none">• Discussion led by Dr. Trevas• Discussed potential clients• Where we were with finding a client• Who else could be talk to	3 rd Floor 314
7:15 pm to 7:30 pm	Discussion of what needs to be done <ul style="list-style-type: none">• Keep looking for potential clients• Discussion of presentation• What steps need to be taken for client/ sponsors and what needs to be done for the project	3 rd Floor 314

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Presentation	All	09/23/2018	
Email Potential client	Taylor Mellon	09/23/2018	
Email Potential client	Talon Mills	09/23/2018	
Email Potential client	Kyle Matsuoka	09/23/2018	
Website	Hani Alharbi	09/23/2018	

Next formal meeting: 09/23/2018, Engineering Building, at 7:00pm.