

STAFF MEETING MINUTES

Topic: Project Requirements

Monday, January 28, 2019

2:30 pm-2:45 pm

Minutes recorded by: Taylor Mellon

Meeting called by: Bio-Inspired Design team and Dr. Oman

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

Please bring: Laptops

Table 1. Record of meeting.

2:30 pm to 2:45 pm	Discussion of the Analysis and Prototype Memo <ul style="list-style-type: none">• Discussion led by Dr. Oman• Discussion of whether the information proposed in the memo has enough tasks to keep the team busy this semester.• It was determined the team had a good start but the analyses to be conducted are too broad.• The team was to narrow the analyses proposed further and have these ready for the following day.<ul style="list-style-type: none">○ This will allow for a better design of experiments○ Which will allow for a quality scaled prototype	Dr. Oman's office
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Narrow Done the Proposed Analyses	All	01/29/2019	01/29/2019
Memo of Analyses and Scaled Prototype Proposal	All	01/28/2019	01/24/2019

Next formal meeting: 01/29/2019, Engineering Building, at 5:30pm.