

STAFF MEETING MINUTES

Topic: Project Requirements

Tuesday, January 29, 2019

6:30 pm-7:00 pm

Minutes recorded by: Hani Alharbi

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.

6:00 pm to 6:15 pm	Discussion of the project. <ul style="list-style-type: none">• Discussion led by Dr. Oman• Discussion of what was done right or wrong in the action items.• Dr. Oman stated that she loved the idea of doing four different individual analyzes with one or two small scaled prototype.	3 rd Floor 321
6:15 pm to 6:20 pm	Discussion of the project. <ul style="list-style-type: none">• Discussion led by both Dr. Oman and Team members• Discussion of what the team was wanting to do this semester• Team decided to focus on prototyping and design of experiments with doing four individual analyzes.	3 rd Floor 321

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Website check 1	Hani Alharbi	02/8/2019	02/5/2019

Next formal meeting: 01/28/2019, Engineering Building, at 2:30pm.