MEETING MINUTES

# Topic: Self Learning And Client Meetings

## Tuesday, January 21, 2020

## 5:00pm – 5:30pm

**Minutes recorded by Jered**

**Meeting called by** **Cullen**

Attendees: Cullen, Jered, John, Jacob, Illen

Please bring: **Nothing**

Table 1. Record of meeting.

|  |  |  |
| --- | --- | --- |
| 5:00 pm – 5:10 pm | The team discussed availability for meeting with the client as our previous time fell through with out client. The team decided that we would meet with him on Fridays at 12:30 | EGR Room 112 |
| 5:10pm – 5:30pm | The team helped prepare and discuss what we would be doing with our self-learning assignments, as well as preparing to send the final design to a machine shop and update Dr. Trevas with our project on Thursday. | EGR Room 112 |

Table 2. Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Self-Learning | All | 1/24 |  |

**Next formal meeting: 1/28/20, room 112, Engineering Building, at 5:00pm.**