

WEEKLY MEETING AGENDA

Topic: Operation and manual document. Final report document.

Attendees: Jessie, Brittney, Noah, Wesley, Randall

Please bring: Schedules, phones, and laptops

Meeting 1: April 12th Monday, 2:30pm-3:45pm	Meet up to work on the operation and manual document	Microsoft Teams
Meeting 2: Wednesday, April 14th 2:30pm-3:30pm	Meet up to finish operation and manual document. Start on the final report.	Microsoft Teams
Meeting 3: Saturday, April 17th 12:00pm-12:45pm	Meet and see what updates are needed on the final report.	Microsoft Teams

Tasks to be completed prior to meeting:

Group Member	Task	Start Date	End Date
All Members	Ideas for operation and manual	4/10/21	4/11/21

MEETING MINUTES

Meeting 1 Topic: Meet up to work on the operation and manual document

Date: Monday, April 12, 2021

Time: 2:30pm- 3:45pm

Location: Zoom/Teams

Minutes recorded by Randall

Meeting called by Jessie

Attendees: Jessie, Noah, Brittney, Wesley, Randall

Table 1. Record of meeting.

2:30pm-2:40pm	Assign topics to each team member <ul style="list-style-type: none">• Discussion led by Jessie• Share ideas for each section and write about them.
2:40pm to 3:40pm	Start typing each section <ul style="list-style-type: none">• Discussion led by everyone• Each teammate starts to type their section.
3:40pm to 3:45pm	Wrap up meeting and continue to work on portions individually. <ul style="list-style-type: none">• Plan for Wednesday meeting and continue to work on operation and manual report.

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on ideas for report	All team members	4/14/21	

Next formal meeting: 4/14/2021, Teams, at 2:30pm.

Meeting 2 Topic: Meet up to finish operation and manual document. Start on the final report.

Date: Wednesday, April 14, 2021

Time: 2:30pm- 4:00pm

Location: Teams

Minutes recorded by **Randall**

Meeting called by **Jessie**

Attendees: **All Group Members**

Table 1. Record of meeting.

2:30pm-3:30pm	Swap ideas and type each section <ul style="list-style-type: none">• Discussion led by everyone• Team typed their sections and shared ideas to type about.
3:30pm to 4:00 pm	Finish up report and start on the Final report <ul style="list-style-type: none">• Discussion led by everyone• Finish up the operation and manual document. Begin typing final report. Add in sections from various reports.

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on ideas for each for the final report.	All team members	4/17/21	4/17/21

Next formal meeting: 4/17/21, Teams, at 11:00am.

Meeting 3 Topic: Meet and see what updates are needed on the final report.

Date: Saturday, April 17, 2021

Time: 12:00pm-12:45pm

Location: Teams

Minutes recorded by Randall

Meeting called by Jessie

Attendees: All Group Members

Table 1. Record of meeting.

12:pm-12:40pm	Follow up on report and see where everyone is at. <ul style="list-style-type: none">• Discussion led by everyone.• Team worked together to finish various sections on the final report.
12:40pm to 12:45 pm	Assign each teammate to review and edit different sections. <ul style="list-style-type: none">• Discussion led by everyone.• Finish typing each section and edit as well.

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Touch ups and more ideas for final report.	All team members	4/19/21	4/19/21

Next formal meeting: 4/19/21, Zoom, at 11:00am.

Next members responsible for agenda:

and meeting minutes: _