

Meeting Minutes, 02/01/2021 3:00PM

Notes: Sean McGee

Executive summary

The team delivered the preliminary presentation to Dr. Willy and classmates during class time. Feedback was generally positive with some minor criticisms to address. Moving forward, the team will begin work on the project website and individual self-learning assignments. A client meeting is scheduled for Thursday 2/4/2021 where the team will address specifics of customer requirements, the previous team's design, and priority items moving forward.

Announcements

Presentation today seemed to go well, some feedback to address

Client meeting this Thursday 2/4/21 to discuss requirements, specifics

Individual progress

Presentation sections were completed, submitted, presented

Future direction, work to complete

Work on website, self-learning

Consult with Dr. Oman re: previous team's work

New tasks

Connor will begin work on the website, other members will assist as needed

Addressing presentation feedback

Connor: lit. review source specifics

Sean: Revising ERs, HoQ

Self learning

Travis: Shop training

Sean: SW (design tables etc)

Connor: Dreamweaver

Scott: Undetermined