

MEETING MINUTES

Topic: Project Requirements

Thursday, October 6, 2016

4:30 pm – 6:30 pm

Minutes recorded by Uday Kadhum

Meeting called by Jessica Collins

Attendees: Jessica Collins, Micael Ljungberg, Uday Kadhum, Jason Troxler

Please bring: Design Sketches/Concepts

Table 1. Record of meeting.

4:00 pm – 5:00 pm	Discussion of design sketches <ul style="list-style-type: none">Discussed each other's design SketchesDiscussed what qualified as features vs design concept	Internet Cafe
5:00 pm to 6:00 pm	Generated morph matrix <ul style="list-style-type: none">Topics introduced by all team membersGenerated 5 criteria and 4 subsets of each criteria<ul style="list-style-type: none">SafetyPortabilityWork platform materialLinear motionClampingEach team member was assigned random criteria to make a design sketchEach team member also chose criteria to make a design sketch	Internet Cafe

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Morph Matrix Drawings	People in attendance	10/10/16	10/10/16
Design sketches for those not in attendance	Sara H., Bader A.	10/10/16	

Next formal meeting: 10/10/2016 at 9am unless notified differently.