## **MEETING MINUTES**

**Topic: UGRAD preparation and Hardware review** 

Date: <u>4/6/2017</u>

Time: 7:00pm-8:00m

 $\ \, \textbf{Minutes recorded by } \underline{\textbf{Uday Kadhum}} \\$ 

Meeting called by <u>Jessica Collins</u>

Attendees: 

☐ Jessica Collins ☐ Bader Alfadhli,

**☒** Jason Troxler

oxtimes Micael Ljungberg oxtimes Uday Kadhum

Table 1. Record of meeting.

| 6:00 pm- 8:00pm | Tasks and assignments   |                         |
|-----------------|---|-------------------------|
|                 | <ul> <li>Discussing the latest progress of the machine building process</li> <li>Edition of sections in the UGRAD presentation that included writing contents for the introduction, needs and goals, and how the machine was built</li> </ul> | Engineering<br>Building |

## Table 2. Tasks Assigned.

| Task              | Person<br>Assigned | Due Date | Date<br>Complete |
|-------------------|--------------------|----------|------------------|
| UGRAD preparation | Team               | 4/2017   |                  |

Next formal meeting: 4/6/2017