MEETING MINUTES

# Topic: Final Design

## Tuesday, January 1/28, 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.

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| --- | --- | --- |
| 5:00 pm – 5:45 pm | The team discussed the newest design and how we can answer the questions that were asked about the newest design from one of our client contacts Peter | EGR Room 112 |

Table 2. Tasks Assigned.

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| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Hardware Review preparation | All | 1/7 |  |
| Final Design Finished | Illen | 1/3 |  |
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**Next formal meeting: 9/16/19, room 112, Engineering Building, at 7:00pm.**