

MEETING MINUTES

Topic: Preliminary Report Finalization

Thursday, October 5th, 2017

2:00pm-4:00pm

Minutes recorded by Faisel

Meeting called by Madison

Attendees: All members

Table 1. Record of meeting.

2:00pm-2:30pm 10/05/17	Review Report Kyle <ul style="list-style-type: none">• Review Intro section• Review customer requirement• Review engineering requirement• Review QFD	Faisel &	Engineering Building RM 112 (CPU Lab)
2:30pm-3:00pm 10/05/17	Review Report <ul style="list-style-type: none">• Review functional decomposition sections• Review the existing design sections• Review all our designs sections	Ali & Riley	Engineering Building RM 112 (CPU Lab)
3:00pm-3:30pm 10/05/17	Review Report <ul style="list-style-type: none">• Editing the writing sections• Editing the fit of tables and figures• Update the table of content	Madison	Engineering Building RM 112 (CPU Lab)
3:30pm-4:00pm 10/05/17	Finalization Madison <ul style="list-style-type: none">• Assign individual tasks for next meeting.• Set up next meeting time.	Madison	Engineering Building RM 112 (CPU Lab)

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Writing a description paragraphs to the steps we draw	All	10/6/17	10/5/17
Compile final material into report	Madison	10/6/17	10/5/17
Last review for the whole report	All	10/6/17	10/6/17

Next formal meeting:

Monday, October 9, 2017 – Engineering Building RM 112 (CPU Lab)– 12:30pm