

MEETING MINUTES

Topic: Final Idea Concepts

Monday, March 12, 2018

4:00pm-5:30pm

Minutes recorded by Riley DeHeer

Meeting called by Trevas

Attendees: Ali, Faisal, Kyle, Madison, Riley, Trevas

Table 1. Record of meeting.

4:00pm-5:30pm 3/12/18	Build Progress <ul style="list-style-type: none">• Concept conceived for gap bridge<ul style="list-style-type: none">○ Need track parts• Spoon shooter tested<ul style="list-style-type: none">○ Needs stronger spring and to be mounted• Domino setter track required<ul style="list-style-type: none">○ Circle to return to itself or bump pad to push back• Attended ASNAU meeting<ul style="list-style-type: none">○ Need to turn in ASNAU form for review prior to○ Have to re-attend meeting• Finished folding box mostly<ul style="list-style-type: none">○ Need to manufacture a part• Midpoint presentation preparation	Riley	Riley's House
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Attend meeting	Ali	3/19/18	3/19/18
Consolidate budget information and submit amazon order	Faisal	3/19/18	3/19/18
Get images prepared for presentation	Kyle	3/19/18	3/19/18
Prepare PowerPoint for midpoint presentation	Madison	3/19/18	3/19/18
Determine final step order and count-complete, in progress, to begin	Riley	3/19/18	3/19/18