

MEETING MINUTES

Topic: Competition Day

Monday, April 22, 2018
10:00am-4:00pm

Minutes recorded by Riley DeHeer

Meeting called by Trevas

Attendees: Ali, Faisel, Kyle, Riley, Trevas

Table 1. Record of meeting.

10:00am-4:00pm 4/22/18	Competition Day Observations Kyle <ul style="list-style-type: none">• Presentation complete<ul style="list-style-type: none">○ Run time of approximately 7 minutes○ Pictures added from final recordings• Op/assem manual complete<ul style="list-style-type: none">○ Updated pictures submitted○ Final step modifications entered• All pictures and videos uploaded to dropbox and drive• Transferred to online competition confirmed with RGMC• Video runs<ul style="list-style-type: none">○ 2 complete runs: 1 and 2 steps assists, 2 skipped○ Intro video recorded and compiled• Online competition website completed	Riley's House
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Begin final documents	Ali	4/25/18	4/25/18
Begin final documents	Faisel	4/25/18	4/25/18
Meet with Lauren about receipts	Kyle	4/25/18	4/25/18
Organize final documents and jobs	Madison	4/25/18	4/25/18
Email RGMC recap to ASNAU	Riley	4/25/18	4/25/18