

MEETING MINUTES

Topic: Final Document Organization

Monday, April 25, 2018

4:30pm-6:00pm

Minutes recorded by Riley DeHeer

Meeting called by Trevas

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

Table 1. Record of meeting.

4:30pm-6:00pm 4/25/18	Final Documents Organization Madison <ul style="list-style-type: none">• Final report sectioned and split<ul style="list-style-type: none">○ Post mortem not needed○ Split between group members• BOM needs updating to new steps• Meeting with Lauren set up for tomorrow<ul style="list-style-type: none">○ Receipts get turned into ASNAU• RGMC recap sent to ASNAU<ul style="list-style-type: none">○ Lists learned and benefits for NAU	Riley's House
---------------------------------	---	---------------

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Present at UGRADS	All	4/27/18	4/27/18
Complete final documents due	All	4/30/18	4/30/18