

# Meeting Minutes

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**Date:** April 26, 2016

**Time:** 5:00 PM

**Location:** BEL 11

**Participants:** Bruno Loza  
Will Parker

Khalid Alotaibi  
Nikhil Pai

Dr. Johnson  
Dr. Li

**Purpose of meeting:**

**Agenda items:**

- Technical Presentation
  - Load before presentation into laptop
- Test data
  - No load
  - Loaded
- Final demo w/ Dr. Fischer
  - Clean lab
  - Preferred dates: May 9th -13th
  - Machine is currently flashing itself
- Purchases
  - Send memo to Nikhil through Molly
  - Put extra items in EE lab
- EXPO setup
  - 3:30-5:00 PM
- Post-EXPO
  - Turn in poster to Dr. Li
  - Email report and citizenship form to Dr. Li
  - Portfolio to Dr. Johnson