

TEAM MINUTES - 10/01/20

Location: Zoom
Present: ALL
Time: 3:30-4:45
Writer: Jaden Cavender

Agenda Items

1. Reviewed team coursework for Gantt Submission, Portfolio submission, and the specifics of upcoming objectives and goals. Also set new team duties to maintain progress.
2. Reviewed new team ideas and drawings. Discussed further team ideas with instructor and determined proper modeling methods.
3. Sorted out key documents and used them for the basis of more detailed drawings and properties. Follow up drawings will continue tomorrow.

Action Items	Owner(s)	Deadline	Status
Write minutes	Jaden		In progress
Draw new design for washbox	Ben	10/2	
Draw new design for washbox	Tobias	10/2	
Draw new design for washbox	Tayson	10/2	
Continue writing Gantt schedule	Blake	10/6	In progress
Research separation designs and brainstorm possible ideas.	Full Group	10/2	In progress