

Meeting Minutes

Date: February 3, 2018

Time: 6pm

Location: BE Student Lounge

In Attendance: Adam O'Keefe, Joe Stanley, Rachel Rosasco, Business Students

Discussed Items:

1) Introductions –

- Went around the room to talk about ourselves and give background for those who hadn't met

2) Boise Competition –

- 1st day is just introductions and a reception
- 2nd day with be 3 minute pitch followed by questions from the judges where they decide if they like you then move on to longer pitch stage
- Business students may be present to answer questions but may not necessarily pitch, depends on the teams choice
- A couple of members may be better for initial pitch rather than all members and it may not be technically heavy

3) Model –

- Aluminum pyrolysis tube, do we need to replace with steel
- Decided to temporarily stop order and research further

Action Items:

Items to be worked on before next meeting, includes continuation of previous action items not completed

Team Member	Action Title	Action Description
Joe	Project Work	Work on electrical components
Adam	Project Work	Email confirmation of the design review
Rachel	Design Review	make design review powerpoint