

Meeting Minutes

Date: November 15, 2017

Time: 6 pm

Location: BE Student Lounge 4th floor EP

In Attendance: Jake Hall, Adam O’Keefe, Joe Stanley, Will Seegmiller, Rachel Rosasco

Discussed Items:

- 1) Discussed that we need more specifics to start building.
 - Does that mean that we need more calculations?
 - Or what is meant by specifics, we are going to ask Dev Tomorrow.
 - Dev does want a more detailed bill of materials.
- 2) Discussed ordering materials and a timeline for that
 - Should order stuff as soon possible in case of stuff getting backordered.
 - We will discuss that with Dev after bill of materials.

Action Items:

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

Team Member	Action Title	Action Description
Jake	Bill of Materials	
Will	Calculations	
Joe	Bill of Materials	
Adam	Executive Summary	
Rachel	Project Learning	