

# NEUROTOUCH MEETING MINUTES

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*31 October 2016*

Team Meeting

**Attendance:**

*Team:*

1. Brendan Souvenir
2. Christina Gibbs
3. Brooke Deans
4. Matt Harlow

**Start Time:** 8:00 AM

**Location:** EP 414

CURRENT BUSINESS

Mazen Absent

1. Design Meeting Preparation-November 10<sup>th</sup>
  - a. Make outline of what we need to cover in presentation
    - i. Who talks about what?
    - ii. Make slides to present to Dev on Thursday for approval
    - iii. Practice presentation next week
2. Brooke 3D development.
  - a. No progress since last meeting
3. Christina and Brendan coding progress
  - a. No more progress since last meeting
4. Client confirmation on time for design meeting
  - a. Yes November 10<sup>th</sup> 4:00PM.
  - b. Room still needs to be booked-Matt will talk to Judy
5. Christina made OneDrive account- Everyone switch over their own documents

**Meeting Adjourned:** 9:00 AM