

## Meeting Agenda:

Refocus our efforts.

**I) Wiki Page (Nov 5<sup>th</sup>)**

- a. Wiki page name selection
- b. Organize portfolio items onto wiki page

- Kat has gotten the ball rolling on our wiki page

**II) Concept Design Review (Nov 13)**

- a. Plan for attending two others
- b. Develop presentation

**III) Catching Up**

- a. Review Design Validation Plan
- b. Guidance on system drawing

**IV) Tasking**

- a. Develop Model – Plan for an instructional time
- b. Finalize drawing/schematic

- Need help with our line diagrams putting together all of our components

- Send Kat a Bio for her to put on our wiki page by Thursday

- Have Abdallah check out our onedrive to make sure our portfolio looks good

- Individually need to attend at least one other design review by Nov 10th

- Pick a day for our design review at 1:00 pm Nov 12<sup>th</sup>

- We updated our Metrics for our Design Validation Plan and Jason will email it out today

- Need to have multiple models

- Contact Dr. Li about funding for our project

## How well are we performing:

- Longer time in the learning phase
- Start moving forward with our design more
- Get a rigid set of guidelines / product requirements

Meeting Adjourned: 1:22pm