

# Minutes: September 11, 2019

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**Attendees:** Lucas Jackson, Ian Wood, Yiqing Ma, Feng Li

**Time:** 9:30am ~ 10:15am

**Location:** GJL 217

**Minutes Recorder:** Lucas

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**Agenda Revisions:** none

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## **Actions Completed:**

- Discussed logbooks and formatting with Dr. Li
  - Looked over previous team portfolios
  - Acquired previous team's work and documentation
  - Shared Google Drive link to everyone
  - Tentatively settled on 9/20/19 at 4:00pm for the client interview
  - Satisfied team/instructor meeting requirement due by 9/17/19
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## **Actions to be Completed:**

- Need to reserve a conference room for the client interview
  - Need to confirm with Eric the interview time
  - Need to create an agenda for Friday's meeting
  - Continue brainstorming questions for the client interview
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## **Upcoming Dates:**

- 9/12/19: Team contract draft due
- 9/19/19: Budget estimates draft due