

**Present:**

- Blakely F.
- Delaney F.
- Gabriel H.
- Irven P.

**Main points:**

- Summary
- Team Meetings
- To Do
- Important Dates

**Summary:**

- GitHub:
  - o Set-up a template
- Learning material regarding React:
  - o CodeAcademy
  - o Youtube (Link can be found on Discord)
- Update Portfolio:
  - o Place all emails in OneDrive
  - o Assigned Portfolio requirements:
    - Meeting minutes (Irven)
    - Project Learning (Blakely)
    - Design Goals (Delaney)
    - Specifications and Constraints (Gabriel)
    - System Diagrams (Delaney)
    - Analysis of Alternatives (Blakely)
    - Engineering Modeling (Delaney)
    - Manufacturing / Implementation Plan (Irven)
    - Experimental Design (Gabriel)
    - Data Analysis (Gabriel)
    - Balance Sheet / Budget (Blakely)
    - Appendices (Delaney)
- Project Schedule for both Fall & Spring:
  - o Can be found on OneDrive under "Turned In Things"
  - o Listed important tasks with due dates

**Team Meetings:**

- Next Meeting: Oct. 11, 2019
  - o Friday: TBD @JEB

**To Do:**

- Upload template to GitHub (Blakely)
- Schedule a meeting with the following individuals: (Blakely)
  - Victor House
  - Dr. Maughan
  - Bruce Bolden
- Project Schedule for both Fall & Spring (Due: Oct 08, 2019)
- Complete assigned parts for the Portfolio (Due: Oct 10, 2019)

**Important Dates:**

- Portfolio (Due: Oct 10, 2019)
- First snapshot (Due: Oct 15, 2019)