

# Team Meeting

October 12, 2017

11:16 AM

Power Lab

---

**Meeting called by:** Team Echo

**Attendees:** Kristen, Jared, Dr. Hess

**Type of meeting:** Weekly Team Meeting

## Minutes

---

**Agenda Item:** Update wikipage – Items due at time of completion

**Discussion:**

Update wikipage, Final report

**Conclusions:**

Jared and Kristen will update the team's wikipage, begin final report, and edit timeline.

---

<b>Action Items:</b>	<b>Member Responsible</b>	<b>Deadline</b>
Update Wikipage	Everyone	11/30/17
Begin Final Report	Everyone	12/5/17
Update Timeline	Everyone	11/28/17

---

**Agenda Item:** Update Wikipage

**Discussion:**

Update the team's wikipage, and continue to do so as the project progresses.

**Conclusions:**

Edit the wikipage so that it is easy to follow and information can be found easily.

---

**Agenda Item:** Begin Final Report

**Discussion:**

Begin developing the final report for the project. The report only has to be as long as needed to cover all of the information from the project.

**Conclusions:**

Begin developing the final report and continue to update it as the project progresses.

---

**Agenda Item:** Edit project timeline

**Discussion:**

Jared will edit the timeline per the group discussions and agreement on deadlines.

**Conclusions:**

Edit project timeline as the project progresses to help stay on track and get the project completed in a timely manner.

---