

**Present:**

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

**Summary (Main points):**

- Summary
- Team Meetings
- To Do
- Important Dates

**Summary:**

- Wiki-page:
  - o Upload all Meeting Min.
  - o Upload Presentation
- Project Design Checkpoint:
  - o Assigned Roles:
    - Landing Page: Gabe
    - Machine List: Irven
    - Reservations: Delaney
    - Scheduler: Blakely
- Current Assignments:
  - o Research on how to complete task
  - o Research existing examples.

**Team Meetings:**

- Next Meeting: TBD

**To Do:**

- Send a self-image to Wiki-Master
- Set-up meeting with ME Tech (Blakely)
- Set-up meeting with Robert Rinker (Blakely)

**Important Dates:**

- Portfolio & Logbook (Due: Nov 14, 2019)