

# Team Meeting

November 16, 2017

7:10 PM

Power Lab

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**Meeting called by:** Team Echo

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

**Type of meeting:** Weekly Team Meeting

## Minutes

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**Agenda Item:** Update Wikipage – Items due at time of completion – Final Testing – Final Presentation

**Discussion:**

Update Wikipage, Final report, Final Testing, and Final Presentation

**Conclusions:**

Jared and Kristen will update the team's Wikipage, finish final report, edit timeline.

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<b>Action Items:</b>	<b>Member Responsible</b>	<b>Deadline</b>
Update Wikipage	Everyone	12/8/17
Finish Final Report	Everyone	12/8/17
Update Timeline	Everyone	12/8/17
Final Presentation	Everyone	11/29/17

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**Agenda Item:** Update Wikipage

**Discussion:**

Update the team's Wikipage, and include all final deliverables.

**Conclusions:**

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

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**Agenda Item:** Finalize Final Report

**Discussion:**

Develop final report per team's agreement of sections. Report only has to be as long as needed to cover all the information from the project. Merge the final report as a team and review.

**Conclusions:**

Begin developing the final report and merge it as a team for final review and submission.

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**Agenda Item:** Edit project timeline

**Discussion:**

Jared will edit the timeline per the group discussions and final deadlines.

**Conclusions:**

Edit project timeline as the project progresses and is completed.

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**Agenda Item:** Final Presentation

**Discussion:**

Edit past presentation per the project's findings and completion.

**Conclusions:**

Edit project presentation and divide into sections for each member. Rehearse presentation with Dr. Hess beforehand to get final approval.

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