

Team Meeting

September 28, 2017

12:30 PM

Power Lab

Meeting called by: Team Echo

Attendees: Kristen, Jared, Dr. Hess

Type of meeting: Weekly Team Meeting

Minutes

Agenda Item: Specifications of project – Shielding Quotes

Discussion:

Design Review, project timeline, specification development

Conclusions:

Jared and Kristen will start on Design Review presentation, edit timeline and finalize specification development

Action Items:	Member Responsible	Deadline
Design Review Presentation	Everyone	10/3/17
Update Timeline	Everyone	10/3/17
Specification Development	Everyone	10/3/17

Agenda Item: Design Review Presentation

Discussion:

Develop our design review presentation to include updated research, and techniques

Conclusions:

Develop design review presentation and update timeline for our client

Agenda Item: Finalize Specification Development

Discussion:

Develop Specification development per the team's most recent progress.

Conclusions:

Finalize specification development for our client

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.
