

Meeting Minutes

Date: January 15, 2018

Time: 6pm

Location: BE Student Lounge

In Attendance: Adam O'Keefe, Joe Stanley , Rachel Rosasco

Discussed Items:

1) Updates –

- Adam – discussed the conversation he had with facilities about the pricing of materials
- Joe – talked about the specified items including the PLC, wiring, propane, and the burner determined to be 55000 BTU

Action Items:

Items to be worked on before next meeting, includes continuation of previous action items not completed

Team Member	Action Title	Action Description
Joe	Purchasing	Determine questions to ask Dev
Adam	Purchasing	Talk to facilities about materials
Rachel	Research	Research parts, motor solutions