

# Meeting Minutes

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Date: January 22, 2018

Time: 6pm

Location: BE Student Lounge

In Attendance: Jake Hall, Adam O'Keefe, Joe Stanley, Will Seegmiller, Rachel Rosasco

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## Discussed Items:

### 1) Updates –

- Discussed materials purchased, materials to be picked up by team members Thursday 3pm
- Will – discussed progress made on calculations, at this point it is mostly assumptions and is very rough

### 2) Expo –

- Team talked over the 50 word abstract required for the registration
- Sponsor vs client questions and discussion
- Finalized the registration form

## Action Items:

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