

**Present:**

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

**Summary (Main points):**

- Finalized
- Summary
- Team Meetings
- To Do
- Important Dates

**Finalized:**

- Preparation for Snapshot Day #1

**Summary:**

- Prepare for Snapshot Day (Business Attire)
  - o Poster Presentation (Includes):
    - Descriptive Title
    - Team Name, Project Name, Sponsor
    - Objective Statement
    - Design Goals & Deliverables
    - Value Proposition
    - Product Requirements
    - Documentation
    - Schedule for Project Completion
- Project
  - o Demo

Information can be found on One-Drive:

Name: Snapshot 1.pptx

**Team Meetings:**

- Next Meeting: Oct. 15, 2019
- Time: 8:30 AM
- Location: Library (1<sup>st</sup> Floor)
- Goal: Create Poster

**To Do:**

- Update Webpage (Blakely)
- Create Poster (Group)

**Important Dates:**

- Design Validation Plan (Due: Oct 24, 2019)
- Project Value Proposition (Due: Oct 31, 2019)