

# Meeting Minutes

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**Date:** October 5, 2015

**Time:** 5:15 PM

**Location:** BEL 111

**Participants:** Bruno Loza      Khalid Alotaibi  
                         Will Parker      Dr. Feng Li

## Agenda items:

- Questions about snap-shot day for Dr. Li
- Old business
  - Bruno - RSCAD
  - Will - AVR manual
  - Khalid - Battery specifications
- Lead instructor items
  - Snapshot day is Oct. 13
  - Logbooks and portfolios due Oct. 6 by 5:00 PM
- Needed items for portfolio
  - Specs. document      Title page
  - Minutes              Gantt chart
  - Previous work      Team contract
- Gantt chart items

## Action Items:

- Khalid
  - AVR user guide
  - Portfolio completion
- Bruno
  - Write up meeting minutes
  - Portfolio completion
  - Post RTDS videos/guides
- Will
  - AVR familiarity
  - Gantt chart

**Future Meeting Date:** Monday 10-12-15 (5:15 - 6:15 PM)