

# Meeting Minutes

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Date: February 1, 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) Scheduling –

- Every team member present so in excel file a schedule was created to show when were available times to work on building the prototype

2) Updates –

- Joe – discussed the parts acquisition progress
- Business Competition – talked about how we want to include the business students and how to move forward with the project, also ask about past teams and how they handled the situation
- 3-D modeling progress, talked about what needed to be done

### Action Items:

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

<b>Team Member</b>	<b>Action Title</b>	<b>Action Description</b>
All Team	Business	Team members to think about how to move forward with business competition