

Meeting Minutes

Date: October 26, 2017

Time: 4pm

Location: Design Suite

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

Discussed Items:

1) Idaho Pitch –

- Dr. Shrestha was unable to make the weekly instructors meeting so team meet at regular time to prepare for the pitch completion
- Each member brought a draft of their pitch for the group to look at and discuss
- Best parts out of each pitch were taken and organized into a general team pitch to follow
- Also discussed the general order of speaking and developed a plan

Action Items:

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

Team Member	Action Description
Jake	Pitch preparation
Will	Pitch preparation
Joe	Pitch preparation
Adam	Pitch preparation
Rachel	Upload pitch notes, pitch preparation