

# Meeting Minutes

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Date: November 29, 2017

Time: 6pm

Location: EP building

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

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## Discussed Items:

- 1) Review of instructor meeting –
- 2) Snapshot day –
  - Will bringing pipe used for testing
  - Snapshot slides on onedrive and need to be worked on
  - Discussed layout of slides to be put on poster board in the morning
  - Some members have classes so team will go in shifts
- 3) Will gave report on sawmill tour

## Action Items:

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

<b>Team Member</b>	<b>Action Description</b>
Jake	Renderings print out
Will	Test cook data
Joe	Electronics work
Adam	Schedule printout
Rachel	Wikipage work