

Meeting Minutes

Date: November 29, 2017

Time: 10am

Location: JML

In Attendance: Adam O'Keefe, Joe Stanley, Rachel Rosasco

Discussed Items:

- 1) Snapshot day–
 - Went over any questions we had
 - Potentially having tangible items at the booth
- 2) Other
 - Discussion of grading outline, personal and team each have process and product components for final grade
 - Portfolio needs to be more complete
 - Prioritize the solid models
 - Talk to Martin Baker about 3-D modeling
 - Final design needs to allow for complete bill of materials

Action Items:

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

Team Member	Action Description
Joe	Sensor work
Adam	Snapshot slides
Rachel	Snapshot Slides