

Meeting Minutes

Date: November 16, 2017

Time: 4:30pm

Location: Design Suite

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

Discussed Items:

- 1) Dr. Shrestha –
 - Before building any part of the prototype a finalized rendering must be completed
 - Order sensors as soon as possible
 - Design needs to be as flexible as possible allowing for different testing once completed
 - Team should consider running tests on Biochar quality
 - Citizenship due Friday

- 2) Team –
 - Assigning action items

Action Items:

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

Team Member	Action Description
Jake	Renderings
Will	Bill of materials
Joe	Sensor finalization
Adam	Executive summary
Rachel	Executive Summary