

Present:

- Blakely F.
- Delaney F.
- Gabriel H.
- Irven P.

Summary (Main points):

- Summary
- Team Meetings
- To Do
- Important Dates

Summary:

- Wiki-page:
 - o Update & keep organized. (Weekly)
- Project Design Checkpoint:
 - o Assigned Roles:
 - Landing Page: Gabe
 - Machine List: Irven
 - Reservations: Delaney
 - Scheduler: Blakely
- Design Review:
 - o Power-point:
 - Problem Definition: Delaney
 - Needs: Delaney
 - Specification: Delaney
 - (3x) Wireframe: Gabe
 - Pros & Cons: Blakely
 - Budget: Irven
 - Project Schedule: Irven
 - Questions: Irven
 - o Speakers:
 - Blakely & Gabe

Team Meetings:

- Next Meeting: Nov 21, 2019 @ 3:30pm
 - o Discuss a Detailed Action Plan

To Do:

- Set-up meeting with ME Tech (Blakely)
- Set-up meeting with Robert Rinker (Blakely)
- Set-up meeting with Hasan Jamil (Blakely)

Important Dates:

- Portfolio & Logbook (Due: Nov 14, 2019)