

MEETING AGENDA

Topic: Team Meeting

Wednesday, October 24th, 2018

5:00pm-5:25pm

Meeting called by: Katie Hoffman

Attendees: Katie Hoffman, Daniel Marquez, Hannah Reed

Please bring: laptops and questions

5:00pm - 5:05pm	Introductions Designate note taker for meeting minutes <i>Katie Hoffman</i> Layout overall topics for discussion	Dub 11
5:05pm - 5:25pm	Topics of interest/question <i>Hannah Reed</i> <ul style="list-style-type: none">● Website update<ul style="list-style-type: none">○ discussed what needs to be updated○ Updating sections of the website● Client meeting<ul style="list-style-type: none">○ When the next meeting should be○ Need to have CAD drawings before meeting● Presentation<ul style="list-style-type: none">○ finish and finalize slides	Dub 11

Upcoming requirements:

1. Individual Analysis papers
2. Next meeting with Dr. B
3. Website update