

Team Meeting Minutes  
05 November 2017  
7:00 - 8:00

**Executive Summary**

MWI Labs team met today to go over the final presentation which will be presented tomorrow, 07 November 2017. Final adjustments were made to the presentation to ensure that the team will succeed and ready them for their final report.

**7:00 PM** The team met together in the Engineering room 118 to begin the meeting. Everyone opened up the team Google Drive to begin going over the final presentation.

**7:05 PM** The first slide to be worked on is the design selected slide. The team selected design two with various components from design three based on easy manufacturing, cheap cost for materials, and making the arms easily moveable.

**7:12 PM** Next slide to be worked on is the design requirements slide. There were many questions Mitchell had about the exact numbers so the team helped him out and the numbers are now on the slides.

**7:19 PM** The next slide to be worked on is the budget slide. There is a question about having the machinist's salary being inputted into it. Jeff Peebles will have to be contacted about this Monday morning, 06 Nov 2017.

**7:23 PM** Jacob has more questions for Jeff on Monday which Danny will contact him about. The team also began to discuss what slides each person would take.

**7:30 PM** Final slide formatting took place.

**7:45 PM** Team began rehearsing the presentation.

**8:00 PM** Meeting adjourned.