

MEETING MINUTES

Topic: Continued Step Build Plan

Monday, January 29, 2018

Meeting Time

Minutes recorded by Riley DeHeer

Meeting called by Madison

Attendees: All members

Table 1. Record of meeting.

3:30pm-4:00pm 1/29/18	Continued Build Plan <ul style="list-style-type: none">• Leg step-complete<ul style="list-style-type: none">○ Needs to be mounted on base• ASNAU form-in progress<ul style="list-style-type: none">○ Find out about transportation○ Get estimate for hotels• Swivel door-in progress<ul style="list-style-type: none">○ Parts manufactured• Load cell and cereal pour-in progress<ul style="list-style-type: none">○ Waiting on parts• Accordion door-complete<ul style="list-style-type: none">○ Steps inside need work	Madison	Riley's House
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on another step and mount pole step to box	Ali	2/5/18	2/5/18
Prepare an estimate for hotel stay in Chicago	Faisel	2/5/18	2/5/18
Cut and mount swivel door	Kyle	2/5/18	2/5/18
Begin installing parts on load cell	Madison	2/5/18	2/5/18
Get a transportation estimate and build steps within box	Riley	2/5/18	2/5/18