

# MEETING MINUTES

Topic: Preparation for final report and presentation

**Monday, October 23, 2017**

**12:30pm-**

**Minutes recorded by Riley**

**Meeting called by Madison**

**Attendees: Ali, Kyle, Madison, Riley**

**Table 1. Record of meeting.**

<p><b>12:30pm-12:45pm</b> 10/23/17</p>	<p><b>Old Topics</b> <span style="float: right;"><b>Kyle</b></span></p> <ul style="list-style-type: none"> <li>• Most analysis complete             <ul style="list-style-type: none"> <li>○ Still need to physically test/prototype steps</li> <li>○ Most functional for design</li> </ul> </li> <li>• Waiting to hear on registration information</li> <li>• Michaels meeting at 1:00pm on 10/25/17</li> </ul>	<p>Engineering Building RM 112 (CPU Lab)</p>
<p><b>12:45pm-2:10pm</b> 10/23/17</p>	<p><b>Final Report Prep</b> <span style="float: right;"><b>Madison</b></span></p> <ul style="list-style-type: none"> <li>• Identify new sections from preliminary report             <ul style="list-style-type: none"> <li>○ List created</li> <li>○ Division of steps will be performed later in the week once questions are clarified</li> <li>○ Report and presentations in 2.5 weeks</li> </ul> </li> <li>• Call cereal companies             <ul style="list-style-type: none"> <li>○ Kellogs                 <ul style="list-style-type: none"> <li>▪ Do not run sponsorship of any kind</li> <li>▪ Need to call back and ask about characters</li> </ul> </li> <li>○ Post                 <ul style="list-style-type: none"> <li>▪ Spoke to Marily in consumer affairs</li> <li>▪ Legal is reviewing and will contact Kyle</li> <li>▪ Can check in at 877-345-7678</li> </ul> </li> <li>○ Quaker                 <ul style="list-style-type: none"> <li>▪ Must write information in formal letter</li> <li>▪ North America Foods flna</li> <li>▪ 7701 Legacy Dr, mailstop 3a-421</li> <li>▪ Plaino TX, 75024</li> <li>▪ Add contact info for return information</li> </ul> </li> </ul> </li> </ul>	<p>Engineering Building RM 112 (CPU Lab)</p>

<b>2:10pm-2:20pm</b> 10/23/17	<b>Finalization</b> <ul style="list-style-type: none"> <li>• Assign tasks for next meeting</li> <li>• Set next meeting time</li> <li>• Last minute updates if any</li> </ul>	<b>Ali</b> Engineering Building RM 112 (CPU Lab)
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Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Finish buttons for website and send to Kyle and complete nozzle	Madison	10/25/17	10/25/17
Understand and work with multiple uses/devices simultaneously of elegoo device	Riley	10/25/17	10/24/17
Add website buttons and minutes	Kyle	10/25/17	10/24/17
Contact cereal companies about use of characters and extra funding	Ali, Kyle, Riley	10/25/17	10/23/17
Budget analysis for transportation	Faisel	10/25/17	10/25/17
Make a final design sketch	All	10/25/17	10/25/17

**Next formal meeting:**

**Wednesday, October 25, 2017 – Michaels (Flagstaff location on Milton) – 1:00pm**