

MEETING MINUTES

Topic: Michael's Materials Search

Wednesday, October 25, 2017

1:00pm-1:30pm

Minutes recorded by Riley

Meeting called by Trevas

Attendees: All members

Table 1. Record of meeting.

1:00pm-1:20pm 10/25/17	Store Materials Search <ul style="list-style-type: none">• Walked the isle of Michael's looking for materials that could be valuable to the team<ul style="list-style-type: none">○ Building materials:<ul style="list-style-type: none">▪ Thin balsa wood▪ Various wooden boxes, figures, shapes▪ Tack board/peg board as background▪ Threads and paracord for rope○ Aesthetic materials:<ul style="list-style-type: none">▪ Quite a few types of paints and glues▪ Hot glue gun only \$12▪ Stickers and beads for decoration▪ Could theme like Route 66 trip	Trevas Michael's Milton St Flagstaff, AZ
1:20pm-1:30pm 10/25/17	Individual Analysis Take Away <ul style="list-style-type: none">• Reviewed finalized take away from each analysis• Continue to work towards built steps• Easier week, with few deliverables	Trevas Michael's Milton St Flagstaff, AZ

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Divide final report and presentation tasks	All	10/31/17	10/31/17

Next formal meeting:
Tuesday, October 31, 2017 – Engineering Building (CPU Lab) – 2:00pm