

# MEETING MINUTES

Topic: Team Progress

Wednesday, November 15, 2017

5:50pm-6:10pm

Minutes recorded by Riley DeHeer

Meeting called by Trevas

Attendees: All members

Table 1. Record of meeting.

<b>5:50pm-6:00pm</b> 11/15/17	<b>Individual Steps</b>  <ul style="list-style-type: none"><li>• Teeter totter update<ul style="list-style-type: none"><li>○ Functioning teeter totter</li><li>○ Still looking for a source of milk cartons</li><li>○ Kyle has a contact at an elementary school who could potentially purchase as necessary</li></ul></li><li>• Elegoo meeting<ul style="list-style-type: none"><li>○ Need help with C++ coding</li><li>○ Trevas may be able to aid/advise at a later date</li></ul></li></ul>	<b>Trevas</b>  DuBois Center RM 011
<b>6:00pm-6:05pm</b> 11/15/17	<b>Individual Analysis</b>  <ul style="list-style-type: none"><li>• Everyone except for Faisel has a complete analysis</li><li>• Faisel changing/adapting original analysis<ul style="list-style-type: none"><li>○ Using same wind energy analysis</li><li>○ Potentially view area of sails as variable</li></ul></li></ul>	<b>Faisel</b>  DuBois Center RM 011
<b>6:05pm-6:10pm</b> 11/15/17	<b>Plan for next meeting</b>  <ul style="list-style-type: none"><li>• Assign tasks for the next meeting</li><li>• Set next meeting time</li><li>• Last minute updates if any</li></ul>	<b>Madison</b>  DuBois Center RM 011

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Work on new individual analysis	Faisel	11/24/17	11/24/17
Have a completed step or two	All	11/29/17	TBC

**Next formal meeting:**

**Monday, November 27, 2017 – Engineering Building Dr Trevas Office – 12:00pm**