MEETING MINUTES

Topic: Final Presentation Practice/Run Through

Tuesday, November 7, 2017
2:00pm-2:30pm

Minutes recorded by Riley DeHeer

Meeting called by Madison

Attendees: All members

Table 1. Record of meeting.

2:00pm-2:25pm
11/7/17
	Presentation Practice **Riley**
	
	• Run through with timing practice
	   o 8-12 min requirement
	   o Consistent 11 min run throughs (2X)
	   o Need more practice on spoken parts
	• Still need to add team members and slide numbers
		Engineering Building CMCR

2:25pm-2:30pm 11/7/17	**Plan for next meeting** **Faisel** • Assign tasks for the next meeting • Set next meeting time • Last minute updates if any	Engineering Building CMCR

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Practice individual speaking lines	All	11/8/17	11/8/17
Add speakers names and slide numbers to slides	Ali & Riley	11/8/17	11/8/17

Next formal meeting:
Thursday, November 9, 2017 - Engineering Building RM 112 (CPU Lab) – 2:00pm