Agenda 11/22

Attendance: Enrique, Tico, Dani, Matthew, Pat, Gabe, Derek

9am – 6pm

1. Update on FEA Analysis.

**All FEA done.**

1. Update on Webpage

-Check Criteria

**Being worked on**

1. Finish Poster

**Finished and submitted**

1. Correct Report

**Worked on**

1. Write the Measure Section of the report

**Mechanical and Electrical parts added, more being added soon**

1. Update sections of Define Report.

-Formal Budget, Business Analysis, Risk Assessment, SWOT Analysis, etc.

**Worked on**

1. Presentation

**Will be worked on after report**

1. Ordering Part Form

**Will be brought to Okoli same day as Project Completion Form**

1. Discuss scheduling meeting with Dr. Okoli for Project Completion Form.

**Likely will be Friday, December 4th. Will likely not respond in email right away.**

1. Discuss Availability for Monday and Tuesday.

**Meet Monday at 3pm, go from there.**