Meeting Time: 10am at the College of Engineering, Room A207

1. Everyone must sign Risk Assessment
	1. Enter names into Word document and submit on Blackboard.
	2. Submit hard copy before presentation on 10/20
		1. **DONE**
2. Finish report sections
	1. Title
		1. Title page footer
		2. **DONE**
	2. Abstract
		1. **DONE**
	3. Introduction
		1. Subsections if necessary
		2. **DONE**
	4. Fishbone description
		1. **DONE**
	5. WBS Description
		1. **DONE**
	6. Previous designs at the end of Section 3
	7. Any marked sections in report draft
3. Check report sections:
	1. Scope
		1. **No marketing**
		2. **No customer feedback**
		3. **We don’t mess with production**
		4. **Researching palm oil tree/fruit**
		5. **Current Harvesting methods**
		6. **Design Electromechanical system**
		7. **Analyze function**
		8. **Improve prototype**
		9. **Final optimization**
		10. **Creation of documentation/training procedures**
	2. Assumptions
		1. **Add we can assume to make it under $2000 if we can make it for 2500**
		2. **Assume that the device made will be satisfactory to the customer, given following design requirements**
4. Proofread report
	1. **DONE**
5. Decide on printing and binding
	1. **TargetCopy**
6. Practice PowerPoint presentation and submit on Blackboard
	1. Discuss dress code
		1. **Suits and ties**
	2. Add references
		1. **DONE**

Remaining:

1. Title