10/02 WK9 Group Meeting

Location	Hancock Library
Date	09/25
Time	4pm-5:58pm
Attendees	Derek Tan, Lily Zhang, Jessica Ying, Andre Olivier

Notes

1. Tech Launcher
   a. We do need to participate as it is required in the team audit
   b. Jess and Andre will be available for it
   c. Derek send email to confirm with Ankur
   d. Poster and relevant info ready to be presented
2. Poster making
   a. Jess will find a template and start putting things in
   b. Andre is in charge of the text in it.
   c. Derek and Lily finish the 3D drawing and
3. Audit 3 preparation
   a. It will be the final presentation
   b. Very formal, Ankur will come
4. Update Ankur with what we have done
5. Ask the client for more feedback

Action Items

Action item	Owner	Deadline
Components 3D drawing and 2D specification diagrams	Derek and Lily	10/04
Rendering graphs	Derek	10/04
Poster making	Jessica	10/04
Writing the text for the poster	Andre	10/04