

ENGINEER 1P13

MEETING WITH Tues-23 - TUESDAY, NOV.10, 2020

ATTENDANCE

Role	Name	Mac ID	Attendance (Yes/No)
Manager	Adiyan Ahmed	ahmea45	Yes
Administrator	Joshua Suh	suhj13	Yes
Coordinator	Aldraech Liac	liaca	yes
Subject Matter Expert	Borna Sadeghi	sadeg1	Yes
Guest	Mark Daniel	TA	Yes

AGENDA ITEMS

1. Attendance and Updates
2. Completion of Milestone 3 Individual Assignments
3. Issues/difficulties with completion of tasks
4. Action items for next meeting
5. Final Notes

MEETING MINUTES (NOTES)

1. Attendance and updates
 - We are all worried about math test
 - We have completed the tasks for the week
2. Completion of Milestone 3 Individual Assignments
 - We have completed the individual pre-design studio assignments
 - Borna finished the design just before the meeting.
3. Issues/difficulties with completion of tasks
 - Aldraech and Borna still had to discuss the final design of the container, but both had preliminary designs.
 - Borna finishes his task a few minutes into the session but the design was more than ready to be discussed between each other.
 - Adiyan has a bit of trouble with the look of the 'main function' (looking forward).
 - Joshua had a bit of trouble coding the function in general but got through. He finished most of the code once the meeting began. All his issues were resolved after this session
4. Action items for next meeting
 - We know that the milestone 4 is pushed up a week, so we do not need to worry about any deliverables.
5. Final Notes
 - Moving forward, we just must do the preliminary designs and tasks just before the actual lab
 - Study for math and physics!!

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POST-MEETING ACTION ITEMS

- No deliverables next week!! Milestone 4 extended to week after next.
- 1. *Keep working on design [Modelling Sub-Team]*
- 2. *Keep working on program [Computation Sub-Team]*
- 3. *Hand in P2 Milestone 3 Team [Administrator]*
- 4. *Hand in individual documents for Milestone 3 [Everyone]*