# **Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Mac ID | Attendance (Yes/No) |
| Manager | **Andrew Krynski** | **krynskia** | **Yes** |
| Administrator | **Ahmed Mohamed** | **mohaa97** | **Yes** |
| Coordinator | **Borna Sadeghi** | **sadegb1** | **Yes** |
| Subject Matter Expert | **Jackson Lippert** | **lippertj** | **No** |
| *Guest* |  |  |  |

# **Agenda Items**

1. Finalize conclusions, appendices and sources in the final design report

# **Meeting Minutes**

1. Updates
   1. Introduction section and sources are completed
   2. Andrew’s CAD models have been rendered and added to the final report
   3. We still need to complete our individual reflections
2. Work period
   1. The report is finalized

# **Post-Meeting Action Items**

1. *Complete learning portfolio website addition [Everyone]*
2. *Complete individual reflections by April 16 [Everyone]*