# **Attendance**

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| --- | --- | --- | --- |
| 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** | **Yes** |
| *Guest* |  |  |  |

# **Agenda Items**

1. Jackson will demonstrate the refined prototype
2. Create a testing plan for our prototype (how will we test and make future iterations of it?)
3. Present our most recent prototype along with our ideas to the science students for feedback

# **Meeting Minutes**

1. We discussed the role of the second caster wheel, and the different configurations that the mechanism can be put into so that it can work on the floor and other flat surfaces
2. We brainstormed a variety of different ways in which we could test our prototype for further refinement
3. Feedback
   1. Personalize the aesthetics of the design to the client

# **Post-Meeting Action Items**

1. Implement the feedback received from the science students