Date: 1/28/20

Start Time: 3:30 pm

End Time: 4:45 pm

Present: Nikolai, Tyrel, Zane, Joel, Dr Sheldon

Location: Innovation Den

Agenda: Go over the portfolio progress and seek clarifications and changes.

Outcomes: We have the portfolio due date extended to February 4

Some of the portfolio sections don’t need as much detail since we don’t have those parts ready yet such as the manufacturing plan and design validation.

To Do: Continue working on the portfolio