

Team Meeting

Date: 11/08/2022

Time: 6:00pm

Location: Virtual

Meeting called by: Winona Patrick

Type of meeting: Virtual Discord meeting

Facilitator: Winona Patrick

Note taker:
Michael Brzostek

Timekeeper: Syed Alam

Attendees: Winona Patrick, Michael Brzostek, Syed Alam, Donald Biba

Please read:  Team Formation YW...
Review our topic

Please bring:

Minutes

Agenda item:	Discuss how we will split up the presentation and what each person is responsible for. We also need to decide what state-of-the-art machines we want in the lab.	Presenter:	Winona Patrick
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Discussion:

We discussed who will be responsible for what part of the presentation. We also discussed a few types of machines we want to research and add to our presentation. We talked about FRC and equipment for FRC.

Conclusions:

We decided that we would have one person that makes a case for why the district needs a lab, and the other three team members can each pick a few products to make a case for. We will have machines within the following categories: manufacturing (additive and subtractive), electronics, soldering, measuring tools, and miscellaneous tools (manual tools like screwdrivers, hammers, bolts, etc.).

Action items	Person responsible	Deadline
✓ Research other school district labs for reference	Winona	11/10
Look further into the products we found in today's meeting	Michael, Syed	11/10
✓ Research FRC	Donald	11/10

Agenda item:	Enter agenda item here	Presenter:	Enter presenter here
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Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Conclusions:

Enter conclusions here.

Action items	Person responsible	Deadline
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Agenda item: Enter agenda item here

Presenter: Enter presenter here

Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Conclusions:

Enter conclusions here.

Action items

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Person responsible

Enter person responsible here
Enter person responsible here
Enter person responsible here

Deadline

Enter deadline here
Enter deadline here
Enter deadline here

Other Information

Resources:

Enter resources here.

Special notes:

Enter any special notes here.