**Minutes - Dec 1**

**Meeting Date:** December 1, 2016 **Recorder:** Peter

**Group members present:** Alina, Peter, Devroop

**Roles assigned:** Leader - Alina

Timekeeper - Peter

Facilitator - Devroop

**Agenda item: revision of rough draft**

**Discussion:**

We need to look over the draft and make sure all requirements are included. Make sure that all graphs, figures, etc. in the report are consistent with the actual values we have. Read it over once per person to avoid avoidable error like grammar mistakes and mis-numbered graphs.

**Decision:**

We will all need to read the rough draft over before Tuesday. Since exam week is starting, we weren’t able to hit the original deadline but will definitely make it to Tuesday.

**Tasks:**

1. Revise the rough draft.
2. Submit FINAL team report with all requirements.