



New York University Meeting Template

MEETING MINUTES

Meeting/Project Name:	PO4-PURPLE				
Date of Meeting: (MM/DD/YYYY)	08/04/2020	Time:	12pm-2pm		
Minutes Prepared By:	Joseph Churchill	Location:	Zoom		
1. Meeting Objective					
<ul style="list-style-type: none">Reflect on the progress of the project so farDiscuss Milestone Test and Manufactured Component					
2. Attendance at Meeting					
Name	Department/Division	E-mail	Phone		
Joseph Churchill					
Abhishekh Jeyadev					
Lachlan Edwards					
Luke Mayer					
3. Agenda and Notes, Decisions, Issues					
Topic	Owner	Time			
Progress so far – Are we doing enough work? – How did we go on the PIR? – Is PSP handed in? – Check Logbooks					
Milestone test – When is it? – Do we need to worry about it yet? – What's been changed/what are we still doing?					
Manufactured Component – Assign roles – Calculate the mass					
4. Action Items					
Action	Owner	Due Date			
Ask tutor about milestone test – what are the details?		Wk 9			
Assign manufactured component tasks to group members		Wk 9			
Compare PIRs and start discussing final design		ASAP			
Prioritise logbook		ASAP			
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	22/04/2020	Time:	12pm-2pm	Location:	Zoom
Objective:	Work on Manufactured Component and prepare for Milestone Test				

Submitted by: [Name]

For assistance in using this template, contact NYU's Office of Learning and Organizational Development at 212-998-1280.