

## Group 5

### MEETING AGENDA

Meeting Time: 10:30 AM	Location: AQ 5029, SFU	Date: 23/07/2019
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Meeting called by	Jerry
Kind of Meeting	Presentation Prep
Facilitator	Jerry
Note Taker	Jeff
Time Management	Jerry
Attendees:	Keith, Scott, Ryne, Jeffery, Jerry

### Topics

Time	Discussion Topic	Presenter	Deadline
11:30 am	Presentation		
12:30 pm	Demo		

Notes:

## MEETING MINUTES

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1. Presentation
  - a. Team Introduction - **Jerry**
  - b. Presentation Summary - **Ryne**
  - c. Background - **Ryne**
  - d. Market
    - i. Business/competition - **Keith**
    - ii. Cost - **Jeff**
  - e. Tech
    - i. System Overview - **Jerry**
    - ii. RF/trilateration - **Keith**
    - iii. Software - **Scott**
  - f. Risk analysis/management - **Jerry**
  - g. Standards - **Jeff**
  - h. Reflection - **Jeff**
  - i. 440 Plan - **Ryne**
  - j. **DEMO**
  - k. Summary/conclude - **Ryne**

Action Items	Person Responsible	Deadline