

Group 5

MEETING AGENDA

Meeting Time: 10:30 AM	Location: AQ 5029, SFU	Date: 23/07/2019
------------------------	------------------------	------------------

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

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