

## Group 5

### MEETING AGENDA

Meeting Time: 11:30 AM	Location: AQ 5050	Date: 25/06/2019
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Meeting called by	Jerry
Kind of Meeting	Design Doc updates
Facilitator	Jerry
Note Taker	Jeff
Time Management	Jerry
Attendees:	Keith, Scott, Ryne, Jeffery, Jerry

### Topics

Time	Discussion Topic	Presenter	Deadline
11:30am	Introduction		
11:35am	Design/UI Documentation		
12:10pm	System Architecture Discussion		
12:55pm	Progress Meeting		
1:20pm	Conclusion		

Notes:

# MEETING MINUTES

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Agenda (2h) :

1. Introduction (5min)
2. Design/UI Documentation (35min)
  - a. Complete design documents by Tues, **July 2nd**
3. Prototype discussion (45min)
  - a. Order Oshpark PCBs x 12 (**Jeff**)
  - b. Update project expense (**Jeff + Ryne**)
4. Progress Meeting (25min)
  - a. Send email to prof to schedule Thurs July 11th meeting (**Jeff**)
5. Conclusion (5min)
  - a. Presentation Day - Aug 1st (**TBD**)

Conclusion:

Action Items	Person Responsible	Deadline
Complete design Doc (July 2nd)	ALL	

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