Meeting Room: Room 6 EPS

Meeting date: 09/03/21

Meeting time: 1:03-1:43

Meeting attendees: Bill Liu, Laurence Prins, Aryan Srivastava, Tobey Bourke, Shayne Crimp, Diego Ramirez.

Content:

**How to run the future meetings:**

* One person records the content.
* Each person takes notes for their own part
* Team culture-support/honest
* Contents about what has been done, problems encountered, and discuss solutions

**Proposal due in three weeks:**

* Research other technique for the project
* Purpose statement for the project (track people’s usage of desks to improve the ergonomics of the office environment to make happy employees and improve productivity)

**Things to do before the next meeting:**

* Feedback on the proposal guidelines
* Doodle poll invites for future meetings
* Send out phone number to Kevin so he can contact us easily
* Send out email with FYP E14 in the title