

Meeting Purpose (*clearly state objectives of the meeting*):

Materials Reviewed (*list all documents reviewed at the meeting including revision*):

Attendees (*name and discipline / role of all participants*):

DeMayo, Mathews, Watkins, Landschoot, Sheron, Slack, Patru

Recorded by (*name and role of person recording meeting notes*):

_____ (*signature of person recording meeting notes*)

Meeting Date:

Previous Open Action Items Reviewed (*indicate if any action items (by number) were reviewed and closed from prior reviews or meetings*):

Discussion (*describe any relevant discussions not captured in actions / issues / decisions tables*):

Action Items					
Item #	Description	Responsible	Due Date	Close Date	Comments
A001	Reinforce Trough	DeMayo, Mathews	11/15	11/15	
A002	Design Paddle	DeMayo, Mathews	11/15	11/5	
A003	Purchase Parts	All			
A004					
A005					

Issues					
Item #	Description	Responsible	Open Date	Close Date	Comments
I001	Trough too weak	DeMayo, Mathews	11/1	11/1	
I002	No way to control fluid	DeMayo, Mathews	11/1	11/1	

Issues					
Item #	Description	Responsible	Open Date	Close Date	Comments
I003					
I004					
I005					

Decisions				
Item #	Description	Contributing Individuals	Decision Date	Comments
D001	Add reinforcement braces for lower trough	DeMayo, Mathews		
D002	Paddles connected to solenoids	DeMayo, Mathews		
D003				
D004				
D005				