

Culmination Meetings with Technical Advisor

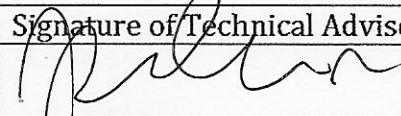
I, Alejandro Sugaesupa understand that it is required for me to meet with my technical advisor at least three times throughout the semester to discuss my culmination project. Each meeting should be at least 30 min. unless the technical advisor determines that a shorter meeting is adequate. I also understand that after each meeting, I must present this form to the instructor of the course and also upload it on the BB Wiki. I will be penalized in the course if I do not fulfill these tasks.

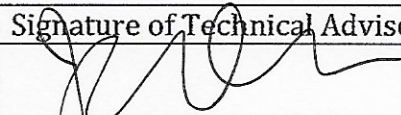


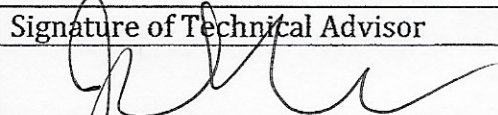
Date

Signature of Culmination Student

Meeting Records

Beginning Time	End Time	Date	Signature of Technical Advisor
12:00 PM	12:20 PM	12/2/19	
Content of Meeting: Presented the AV design along with input & output list. Also the inventory list. Discussed what else would be needed.			

Beginning Time	End Time	Date	Signature of Technical Advisor
11:00 am	12:00 PM	11/13/20	
Content of Meeting: After production meeting we discussed the new layout of the vendors and discussed where we should place the stage rack and cable runs. Also the work that would need to be done on the work call the Friday before school starts.			

Beginning Time	End Time	Date	Signature of Technical Advisor
5:50 PM	7:00 PM	1/23/20	
Content of Meeting: got up video system and realized there were some problems with switcher. Between 2 laptops the resolution of switcher would only be compatible with one. Decided we should get converters that scale to switcher.			