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| ***MECH 4850******Senior Design*** |

**Meeting Agenda**

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| **Date: 10/6/15** | **Meeting Leader:** Tiffany Chong  |
| **Main Purpose:** Discuss the intermediate design report and decide on the material list  |

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| **Time (min)** | **Topic** | **Topic Leader** | **Desired Outcome** |
| 20 | Discussion of the intermediate design report  | Tiffany  | Divide the equal amount of work to each team member  |
| 15 | Manufacturing plan  | Tiffany  | Plan to start the manufacturing process  |
| 15 | Material List  | Tiffany & Team  | To order the materials as soon as possible since it might take a long time to come in |