• Design review after Thanksgiving
• Preparation for competition presentation
  o Methods of displaying information
  o Working boebot
  o Complete rule set
  o Detailed descriptions of events/layout
• Inventory/missing kits: Becky’s problem, we can’t track it down
• Boebot issues:
  o Difficult, but not impossible
  o Line following: good
  o Freeze tag, balloon pop: proof of concept only
• Get an update on team status
  o Be available to help
    ▪ Don’t promise more than we can deliver
  o Check to make sure they are coming
    ▪ Not more complicated than that
• Use feedback in presentation to prepare finalized versions for Becky by snapshot day
• For rules, focus on changes/improvements from last year
• Everything in the kit is fare game, does not count against them
• Send full kit, boxed
  o Box of “extra utilities” that we create
• Video assistance: in response to demands instead of upfront promises
• Change description of how to wire up/use line following addition
• Design some snap parts, set them up, print them out on 3D printer
• Make sure to go to other presentations/events
• Design review: Monday of dead week
• Come with formal specs based on transcript of meeting with Joe
• Break specs down into subsystems
• End of semester, have written complete report including feedback from Joe regarding specs and concepts and subsystems breakdown

• Action Items:
  o Kevin, email Jay about this
  o Nicole, Tyler: fix up Boebot
  o Ben: take care of rules
  o Kevin: detailed event descriptions
  o Tyler: prepare/describe Google Groups/YouTube support options
  o Davin: design and print (3D) sample models
• Meeting on Thursday at regular time
• Next Tuesday may be better for high school teacher in next week’s meeting