Memorandum

To:  R.M. Schafer
From: Team AutoBev
Date: April 11, 2011
Subject: Meeting Eleven Minutes

Team Leader: Mark

Minutes: Alex

1. Sensor to detect cup – order status
	1. Digikey shipped but has not arrived, should be here by Tuesday of this week.
2. Board status
	1. Has been ordered, waiting for shipment
	2. Order samples of parts for board components
3. Design Review II
	1. Everything went smoothly. Red button acted as a limit switch because it has not come in yet.
4. Final demo
	1. Be able to put on a good show – good first impression. Convince EEs it’s a good/cool idea
	2. Have a full bar with virgin drinks and actually serve drinks to users
		1. Borrow blender (Siegfried, or Liz/Mark’s)
		2. Virgin Margarita
		3. Virgin Pina Colada
		4. Shirley Temple
		5. Root beer float
		6. Etc. etc… come up with good drinks to serve
	3. Have a credit card available for users who don’t want to use their own
	4. Put a nice finish on the board after it is painted – Make the final kiosk look good!