

Meeting Minutes:

9/20/16

Meeting Started at 5:15pm

General Information:

- Tanner and Andrew will be working on the Wiki page.
- Lyn will be the Treasurer and write up the meeting minutes each week.
- Justin will do the portfolio binder
- Dr. Johnson is the advisor for the project
- Dr. Li is the course instructor
- The clients are Avista and SEL
- Logbook
 - Log our own thoughts and ideas
 - Reflections
 - Research outside of the meeting
- Grade will be determined by Dr. Li
 - Talking with Dr. Johnson
 - Students will do the citizenship evaluation to determine each other's grade

Completed Tasks

- All team members signed the team contract.
- The clients were contacted and a meeting was set up for Tuesday Sept. 27 at 5pm.
- Google drive was set up
 - Background information was uploaded
 - A list of questions was created

Action Items:

- Lyn needs to get the budget number from Dr. Johnson
- Andrew and Tanner will need to the Wiki seminar
 - Oct 18th will be a presentation in the scheduled senior design class
 - Oct 25th will be the seminar held outside of the scheduled senior design class
- Client transcripts, specifications, and interview
 - Due Sept 30th
- Pick new team name
 - Email Dr. Li
 - Set up a team email
- Revise list of questions for the client interview
 - Print off a copy for reference during the interview

The meeting was adjourned at 6:05pm.