

# Meeting 1 Agenda

Buzz lightboard Meeting Date: June 18, 2018

**Time & location:** 11:00 AM – Smentkowski’s office (223 new education building)

**Purpose of meeting:**

- Ask the client questions that we came up with
- Get more details on the client needs

## Buzz lightboard Team-Meeting 2

**Date:** Tuesday, June 26, 2018

**Time:** 11:30 AM

**Location:** GJ 108 (Design suite)

**Agenda:**

- Discuss general project requirements (DR. Beyerlein ~ 30 min)
- Get feedback about the requirements (DR. Beyerlein ~ 15 min)
- General brainstorm ideas (group members ~ 30 min)

## Buzz lightboard Team-Meeting 3

**Date:** Tuesday, July 3, 2018

**Time:** 11:00 AM

**Location:** EP 209

**Agenda:**

- Project overview

- Product requirements ( DR. Swenson ~ 20 min)
- Project schedule ( DR. Swenson ~ 20 min)
- Budget ( DR. Swenson ~ 20 min)