

NEUROTOUCH MEETING MINUTES

15 September 2016

Instructor Meeting

Attendance:

Team:

1. Brendan Souvenir
2. Christina Gibbs
3. Brooke Deans
4. Matt Harlow
5. Mazen Aljawi

Professor: Dev Shrestha

Client: Mike Maughan

Start Time: 4:00 PM

Location: JML 82

CURRENT BUSINESS

Project Road Map:

- Dev walked team through the expectations and To-Do's of Senior Design Project.

Key Topics:

- Set team meeting times.
- Set client interview time.
- Personal documentation & team documentation.
- Machine shop usage, rules, & expectations.
- Professor meeting expectations.
- Advice on team management & having a successful team project.

FUTURE BUSINESS:

- Client Interview with Mike Maughan on 09/21/2016 @ 7:30 AM.
- Book EP 324 conference room.
- Establish questions during next team meeting.

Meeting adjourned: 4:32 PM