

Meeting Minutes:

9/14/16

Meeting Started at 11:30am

General Information:

- The Meetings will be held every Tuesday at 5pm in BEL 111.
- All members introduced themselves.
- Andrew Hoth will manage the budget
- Justin Jeter will be the contact for the sponsors

Action Items:

- Have all members sign the Team Contract.
- The Sponsor Contacts needs to be verified.
- Set up a google drive for the project
 - Andrew Hoth will set this up
- Asad will upload background information on the project to read
 - After the material is read, Calculations will need to be made to determine the proper equipment to purchase
 - A list of question will assembled by all members
- Dr. Johnson will get the budget number
- Setup Sponsor meeting
 - During this meeting the questions that are being compiled will be asked
 - Need to have multiple options and a recommendation for equipment to purchase
- All members will need to become familiar with ATP.

The meeting was adjourned at 12:10pm.