

September 18, 2014 Meeting Agenda

I. Position/Officer Reports

- N/A

II. Old Business

- Finish the contract
- Upload schedules if you haven't already

III. New Business

- Set up group text
- Meetings (this semester) will now be Thursdays from 2:30-3:30 in BEL 111
- Tanner will give an overview of the current state of VAST technology
- Consistently ask Dave/Marc Murbach about the client interview until we have a date/time locked down to discuss
- Dave Atkinson will be giving a brief overview of what he knows about the scope/requirements of this project
 - Be sure to ask if Ames is funding it and if we have to sign an agreement (if not, who is?)

IV. Design Discussion

- Everyone on the team do a brief overview of the general information that I uploaded to identify relevant information
- Comb through relevant information to get design ideas/specs/requirements/metric
- Discuss meeting agenda format/add sections I may have forgotten/overlooked

V. Goals for Next Meeting

- Have a better understanding of the project
- Possibly think of preliminary design ideas if possible
- General understanding of the background information that I uploaded
- Have an idea of when we can have the client interview
- Adding a team photo to the portfolio

VI. Coming deadlines

- 9/26 Client Interview/Visit (w/client & lead instructor)
- 10/3 WORKSHOP #1 - Shop Orientation (w/mentor), for projects involving machine shop
- 10/3 Transcript of client interview and target specs approved
- 10/6 Logbook (w/review form) & Portfolio - to your lead instructor