

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)

Buzz lightboard Team-Meeting 4

Date: Tuesday, July 10, 2018

Time: 11:00 AM

Location: EP 209

Agenda:

- Discuss our progress (DR. Swenson ~ 30 min)
- Iterate project schedule (DR. Swenson ~ 30 min)

Buzz lightboard Team-Meeting 5

Date: Tuesday, July 17, 2018

Time: 11:00 AM

Location: EP 209

Agenda:

- Prototype construction (DR. Swenson ~ 20 min)
- The Purchase items (DR. Swenson ~ 20 min)
- Design Validation Plan (DR. Swenson ~ 20 min)

Buzz lightboard Team-Meeting 6

Date: Tuesday, July 24, 2018

Time: 11:30 AM

Location: EP 209

Agenda:

- Prototype assembly (DR. Swenson ~20 min)
- Value proposition (DR. Swenson ~ 20 min)