

Meeting Minutes

Date: September 14, 2015 **Time:** 5:30 PM **Location:** JEB ThinkTank Room A

Participants: Bruno Loza Khalid Alotaibi
Will Parker Dr. Feng Li

Purpose of meeting: Discuss project journals, portfolio, and client interview

Future meetings:

- Update team meeting time?
 - Change time slot to 5:00 - 6:00 PM
 - Make sure client is available for future meetings
- Change meeting place
 - Change to Gauss Johnson Lab 218
 - Khalid will reserve
 - Have ThinkTank room as alternative
- Create agenda before meetings
- Create minutes after meetings and post to Google Drive

Documentation

- Obtain a 3-ring binder with dividers for documentation
 - Ask JJ
- Acquire a locker for storing all documentation on campus
 - Khalid will reserve locker 116 in Senior Design lab

Client interview

- Will P. has contacted Nikhil Pai from SEL (client)
 - Interview will be held later this week or early next week
- People who need to be there
 - Optional: Dr. Li
 - Keep him CC'd in all client interview emails
 - Dr. Johnson
 - Student team members
- Preparation
 - Review Wiki page from last semester's project
 - Research similar field flashing technology
- Post-interview work
 - Transcript
 - Summary of all questions given and answers provided from interview

- Specifications
 - Document that contains all specifications given by the client.
 - After interview, send a copy of this document to client to verify given information

Team picture

- Picture for 3-ring binder and for future use
 - Upload onto Google Drive
- Take picture in front of big synch. generator at Grand Coolee Dam?

Journal

- Reviewed all journal specifications
- Were given Logbook Evaluation Form
- 1st journal entry begins today
- Requirements covered
 - Line through blank spots
 - Table of contents
 - Numbered pages
 - Written using pen (not pencil)
- Journal checks are done every week
 - First check is October 6th

Action tasks

- Prepare for client interview
 - Create questions and post to Google Drive
 - Review Wiki Page
- Email updated contract to Dr. Li
 - Bruno
- Meet Dr. Johnson before client interview
 - Acquire RSCAD files
 - Acquire last semester's portfolio