

MINUTES – Fly Rollers Meeting 4 (10/1/15)

All team members present and client Michael Santora and instructor Feng Li

Discussion:

- a) We reviewed our team contract and client interview transcript and specifications
- b) We discussed responsibilities and ideas for the upcoming SNAPSHOT
- c) Santora directed us to chapter 8 of Brent's Thesis to understand flywheel positioning

Action Items:

- 1) Everyone needs to print and finish reading Brent's and Kevin's Theses
- 2) Gavin needs to make corrections to client interview transcript and specifications
- 3) Santora needs to find out the team's main financial contact
- 4) Evan needs to get Microsoft Project
- 5) Brian will do the pitch for SNAPSHOT
- 6) Evan will get the poster board for SNAPSHOT (we will discuss more roles next Tuesday)
- 7) Everyone needs to complete their logbook review forms
- 8) Brian and Evan need to work with Santora to understand Control Suite

Respectfully Submitted,

Gavin Meyer