

Present:

Bruce B. (Professor)
Michael M. (Professor)
Blakely F.
Delaney F.
Gabriel H.

Summary (Main points):

- Overview
- Team Meetings
- Important Dates

Overview:

- Scheduling:
 - o Laser Cutter – 15 min. & Other machines – 30 min.
 - o Admin controls:
 - Machines List & specific type
 - Scheduling on individual machines
 - Assigning shop managers to tasks
 - History of transactions.
- Billing:
 - o Send log of transactions
 - o Budget number is sent to department & they'll handle the rest.

Team Meetings:

- Next Meeting: Team Meeting
 - o THURS: Sept. 26 3:30pm @ Library
 - o Meeting Agenda: N/A

Important Dates:

- Product Requirements Document (Due: Sept 26, 2019) (Delaney)
- Project Schedule for both Fall & Spring (Due: Oct 08, 2019)
- Portfolio (Due: Oct 10, 2019)
- First snapshot (Due: Oct 15, 2019)