

# Lead Instructor and Technical Advisor Meeting

30 January 2015

Agenda for meeting:

1. Minutes from last meeting
2. Roles assigned
3. Information for Stacy Rauch
4. Team Contract
5. Client Interview

Moderator – Darion Marlin

Budget and supply, reflector – Brooks Prather

Documenter – Brian Patterson

Need to write a proposal

- Dr. Johnson has rules for the proposal
- Two pages should be long enough

Meeting next week to discuss research ideas

Snapshot day on March 10

Should be approved by Dr. Hess before that

Went over group contract

- Documenter maintains wiki page
- Team meetings: review agenda, take a cursory look at timeline, budget report, contract is amended by unanimous consent

Client Interview

- Tuesday February 3 at 8:30 A.M.

Need portfolio (binder with all info of project)