

# Team Meeting

February 7, 2017

3:30 PM

ECE Conference Room

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**Meeting called by:** Team Echo

**Attendees:** Kristen, Jared, Jacob, Dr. Hess

**Type of meeting:** First weekly meeting

## Minutes

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**Agenda Item:** Confidentiality

**Discussion:**

Team discussed confidentiality concerns regarding using third-party services to store and share documents.

**Conclusions:**

Confidentiality is not an issue. All information given to us can be stored and shared in any form we prefer.

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**Agenda Item:** Base Tour

**Discussion:**

Team discussed when and how to travel to the naval base at Bayview, including who is able to drive university vehicles.

**Conclusions:**

We will try to schedule a tour for Thursday, February 16<sup>th</sup>.

<b>Action Items:</b>	<b>Member Responsible</b>	<b>Deadline</b>
Contact the base and schedule a tour	Kristen	2/16/17

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**Agenda Item:** Budget

**Discussion:**

Dr. Hess and Jacob discussed what the budget position entails.

**Conclusions:**

Jacob will oversee the budget for the duration of his time on the project.

<b>Action Items:</b>	<b>Member Responsible</b>	<b>Deadline</b>
Contact Molly, in the ECE office	Jacob	2/10/17

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**Agenda Item:** Team Office

**Discussion:**

Team discussed getting an office for team use, to keep hardware and hard copies of documents

**Conclusions:**

We will contact the necessary faculty members to gain access to an office in the power lab.

<b>Action Items:</b>	<b>Member Responsible</b>	<b>Deadline</b>
Go through the process of obtaining a key for the power lab	Jared	2/15/17

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