

Meeting Notes

September 26, 2017

What was discussed:

- Built prioritization list for Dr. Perry
 - Included tasks required and factors we will focus on
- Ruth, Colton, and Matthew looked at code together
- Due dates coming up:
 - 9/28 – Client Interview Transcript Due
 - 10/3 – Logbook with review form and Portfolio
- Ruth looked into what we need for the Portfolio and the tasks required for these dates have been listed below

TO DO before next meeting:

- **Alex** to set up Asana
- **Colton** to print copies of contract for everyone and edit first page
- **Jacob** to reach out to Dr. Perry with Agenda for next meeting (2:00) and Prioritization/Tasks we obtained from the meeting with him. We need him to approve this.
 - a. **DUE 9/28:** Transcript of client interview and target specs sent to client.
- **Quin** to bring his research on braces
- **Quin** and Jacob to look at 3D image of casing
- **Ruth** to bring research paper on other research group
- **Everyone else** to do any research/brainstorming and bring info to next meeting (Thursday, Sept 28)

Agenda for Next Meeting:

Date: September 28, 2017

Time: 2:00 pm

Place: Think Tank Room A

1. Review Agenda
2. Discuss Client Interview – assign someone or all work together to write this
 - a. **DUE 9/28**
3. Create timeline of project
4. Discuss breaking into smaller groups and working to create prototype
5. Review Action items and team minutes

