# MEETING INFORMATION

**Date:** 2017-01-16

**Location:** SPINKS 371

**Time start:** 4:00 PM

**Time end:**

## Attendees:

* Brady Lang
* Brianne Kostur
* Evan Snook
* Heramb Sawant
* Ix Lahiji
* Jack Huang
* Janelle Hindman
* Kevin Noonan
* Kyle Seidenthal
* Mackenzie Power
* Nhi Phuong

## Roles

* Caller: Nhi
* Moderator:
* Secretary:

## AGENDA ITEMS

### Old Business

### New Business

* Inspection is on Tuesday (management materials eg. project schedule, code of conduct, requirements change policy). Discuss inspection procedure (roles, what is expected from everyone)
* Task lists and medium-term schedule (now until ID 1). Discuss what must be done, how tasks will be delegated
* Client contact—latest information from Mike
* Ix talks about developments with build infrastructure if any
* Where are our documents going? We are going to have piles and piles of them. Discuss

# ACTION ITEMS

# Next Meeting: