* Have meeting with advisor at least once every two weeks
* Have a leader update through Weekly Reports
  + Half-Full page, what we are doing at the moment and the current progress, problems? on track?, date
* one leader for each quarter of the entire project length
* note results of meetings, what has been added/discussed
* By start of the winter term, know what the project is and the deliverables
* Dr.Acken is the sponsor/customer, when asked questions we should respond how we will go about it and speak to them as such
* advisor may provide suggestions on how to do something but is not the one solving the problem, that is what the team is for
* can ask Dr.Acken questions on implementation
* Project Proposal due end of January-Beginning of February
* Dr.Acken is comfortable with modifying solutions in the capstone project proposal
* The project is multifactor authentication ; utilizing voice recognition, PIN, GPS
* The team should not promise more than they can deliver
* Only require a few voices for purposes of testing/demonstration
* Can possibly use different languages for the voice recognition
* GPS should output the current location of the device
* Software based project is a possibility for the final deliverable
* GPS does not have to be online
* make list of possible required parts/IDE
* When asking Dr.Faust questions, cc to Jeske ad Acken to allow them to know status/answer
* Send summary of project to Jeske/Acken to be sure of the team’s understanding
* Monday/Wednesday unavailable to Jeske ; best times are Tuesday/Thursday