**Agenda for First Meeting with Dr. Hellings:**

* Introductions – explain our roles
  + *Project manager* – Responsible for planning, organizing, and directing the completion of the project while ensuring project is on time and within scope
  + *Communications manager* – Responsible for overseeing all internal and external communications, organizing documents, recording meeting notes
  + *Quality assurance manager* – Responsible for developing, implementing, and maintaining a system of quality and reliability testing for the project
* Schedule bi-weekly meetings with Dr. Hellings

**To ask:**

* What do you do within the aviation department?
* Can you explain the basic idea you have for this project?
* Basic background for aviation – what is LETU training aircraft used for?
* Why is this a problem? How does this problem effect the users/consumers?
* Has anyone attempted to create this before?
* What is the purpose of this solution?