2/22/2013

SDT Technologies Minutes

Attendees:

Juan Rodriguez

Arturo Delgado

Andre de La Cruz

Jesus Tebares

Previous Action Items:

All: Continue to transcribe interview 1 and start transcribing interview 2

1. Continue to and finish transcribing the audio from the first interview that took place on 2/14/2013 and to start and hopefully finish transcribing the second interview that took place on 2/19/2013.
2. Summarize the contents of the individual summary contributions.

**ACTION ITEM**: ALL

Everyone needs to finish transcribing the audio from the first and second interview by at the absolute latest Sunday night 2/24/2013

**ACTION ITEM:**  All

Everyone needs to submit a summary of their contribution to the interview transcription by the above date.

**ACTION ITEM:** All

Everyone needs to complete their assigned contribution to the interview report by the date listed in the first action item.

**ACTION ITEM:** Joseph Aguirre

Invite team members to the dropbox account.

Meeting summary:

1. Each member briefly describes what their understanding of the project is and how the system should behave.
2. Each member briefly summarized their contribution in the interview transcript (i.e. explaining in general what their part of the transcript covered about the system and questions associated with it).
3. Divide up the efforts to complete the interview report among team members.

Individual Action Items:

1. Arturo Delgado: Interview report coversheet & Interview report action items.
2. Juan Rodriguez: Interview report purpose section & Compile interview contributions into full interview documents.
3. Joseph Aguirre: Document control & Scan documents.
4. Jesus Tabares: Interview summary.

Next meeting scheduled for Monday 2/25/2013 11:00am at Chemistry & Computer Science Building Lobby