MAESTRO MDP Team Meeting Agenda

# Meeting Information

## Objective: Discuss current challenges with integration of electrical and mechanical subsystems, identify optimal solution

## Date: [01/11/2017] Location: BBB 4901

## Time: 3:00 PM – 5:00 PM Meeting Type: Problem Solving & Decision Making

## Call-In Number: See BlueJeans Invite Call-In Code: See BlueJeans Invite

## Attendees: Student Team, Sponsor Mentor, Faculty Mentor

## Note Taker: Seth Adams

***Moderator:*** Saanya

# Preparation for Meeting

## Please Read: See attached drawings (or images, code, CAD files, etc) of current-state development

## Please Bring: Standard validation metrics for measuring success of these prototypes

# Action Items From Previous Meeting

### Item/Responsible/Due Date

1. [Item Description] / [Responsible]/[Due Date]
2. ….
3. ….

# Agenda Items

### Item / Leader

1. [Discussion Leader] / [Topic] / [Purpose]
2. …./…./….
3. …./…./….
4. …./…./….

# Weekly Effort Summary

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Accomplishments this Week | Time Invested | Total  Hours YTD |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Weekly Spend Summary

|  |  |  |
| --- | --- | --- |
| Who Ordered? | Items Purchased | Total Expense |
|  |  |  |
|  | *Total Spend YTD* | *$XXX.XX* |
|  | *Remaining Budget* | *$X,XXX.XX* |