**ADVISOR MEETING AGENDA**

*For meeting: Wednesday 2/19/2014*

**Team Name: jBehaving**

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| --- | --- | --- | --- |
| Start Time: | 6:45pm | End Time: | 7:15p |

*Attendance:* ✔ or ✖

|  |  |
| --- | --- |
| *Ashley Finger* | ✔ |
| *Bai Xiong* | ✔ |
| *Cody Lanier* | ✔ |
| *Cody Prior* | ✔ |
| *Daniel Gallegos* | ✔ |
| *Michel Watson* | ✔ |

**AGENDA ITEMS -** Agenda prepared by *Cody Lanier*

1. **Review and approve the minutes of the previous week’s Faculty Adviser meeting.**

Last week was just a meet and greet

1. **Review “Weekly Status Report”**

No status yet to report

1. **OLD business items.**
2. **NEW business items.**
3. Group pic
4. Clarify weekly summary report to be submitted digitally to Advisor
5. Clarify day of the week to submit deliverable

**NOTE**: The faculty adviser is responsible for the review and approval of all documents. The team is responsible for the technical review and subsequent approval of all documents prior to submittal to the Faculty Adviser. The approved documents must be submitted to the team’s Faculty Adviser for review. The Adviser will review with the team whatever revisions are necessary. The initial submittal of a document would be indicated as a NEW Business item. The submittal of subsequent revisions would be listed under OLD Business.