**ADVISOR MEETING AGENDA**

*For meeting: Wednesday 05/07/2014*

**Team Name: jBehaving**

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| --- | --- | --- | --- |
| Start Time: | 6:45pm | End Time: | 7:00pm |

*Attendance:* ✔ or ✖

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

**AGENDA ITEMS -** Agenda prepared by *Bai Xiong*

1. **Review and approve the minutes of the previous week’s Faculty Adviser meeting.**
2. **Review “Weekly Status Report”**. Review the prior week’s reported work, including team member tasks (the times reported, the work completed and work yet to be done). The status report should reflect the impact of the prior week’s work on the phase\* reported in the Project Schedule and detailed in the associated Work Breakdown Structure (WBS).

**OLD business items**.

1. SRS Feedback

**NEW business items.**

1. Status Report
2. Signatures for Deliverables

**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.