**ADVISOR MEETING AGENDA**

*For meeting: Wednesday 02/05/2014*

**Team Name: jBehaving**

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

*Attendance:* ✔ or ✖

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

\*Cody Lanier previously had meet and greet with Advisor earlier on this date

Agenda prepared by: *Cody Lanier*

**AGENDA ITEMS**

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

No previous meetings

1. **Review “Weekly Status Report”**.

No status to report

**OLD business items**.

1. NONE

**NEW business items.**

1. Meet and Greet
   1. [Decision] - Team agreed to meet with advisor on Wednesday (fits most everyone’s schedule) - Wednesday @ 6:45pm - 7:10pm

**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.