**ADVISOR MEETING MINUTES**

*For meeting: Wednesday 3/19/2014*

**Team Name: jBehaving**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Time: | 6:50pm | End Time: | 7:05pm |

*Attendance:* ✔ or ✖

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

**AGENDA ITEMS: -** Agenda prepared by *Ashley Finger*

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

* Approved

1. **Review “Weekly Status Report”**.

* Status Update
  + Working on SPMP
  + Technical Review next week Wednesday

**OLD business items**.

1. Added remaining team members to SacCT 190 course - (Michel Watson)

**NEW business items.**

1. Discuss Charter - feedback
   1. Remove Square brackets in Table figures
      1. Table figure captions - darker color
   2. Academic/Technical style writing
      1. No repeats of words within same sentence
   3. Overall Appearance - light blue/green in general is ok, but darker color is better
      1. Keep professional looking
   4. Make changes and re-submit
      1. Look for long sentences, wording, etc.
   5. Grade will be posted on SacCT
2. Notify no Advisor meeting next week 3/19/2014 : PMP technical review
   1. Would like to have an example for reference for PMP - Advisor will take care of this after Thursday 3/13/2014

**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.