**ADVISOR MEETING MINUTES**

*For meeting: Thursday 04/03/2014*

**Team Name: jBehaving**

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| --- | --- | --- | --- |
| Start Time: | 7:00pm | End Time: | 7:15pm |

*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.**
2. **Review “Weekly Status Report”**. Status Update
   1. Working on SRS
   2. Sponsor meeting to get requirements nailed down scheduled for 04/05/2014

**OLD business items**.

1. Submit final draft of SPMP to advisor - accepted

**NEW business items.**

1. Progress on SRS
2. Sponsor meeting scheduled for the weekend

**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.