LEHIGH UNIVERSITY TE CAPSTONE PROJECT FOR**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### Today’s Date: 2/15/16

**Meeting Agenda #3**

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## Members in attendance √ Group Leader: Brian Loughran Team Scribe: Cassie Obzud

**\_\_\_Team Member 1 \_\_\_Team Member 3 \_\_\_ Team Member 5 (TM5)**

**\_\_\_Team Member 2 \_\_\_ Team Member 4 \_\_\_ Team Member 6 (TM6)**

**\_\_\_Team Member 7 Advisor Name\_\_\_\_\_\_\_\_\_\_\_\_\_ SPM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Agenda | | |
| Item | Description | Person |
| 1 | Go over last minute changes to Brief 2 | Cassie C. |
| 2 | Make a concrete plan for reading the textbook chapters | Everyone |
| 3 | Do we have any questions for Aesculap? | Everyone |
| 4 | Discuss product concepts, and individual ideas | Everyone |
| 5 | Review requirements for the midterm presentation and assign individual responsibilities to team members (mission statement, powerpoint, Gannt chart, etc.) | Everyone |
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| Action Items | | Person |
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**Recurring Meeting Dates:**

Critical Issues that must be addressed asap: