Capstone Team Meeting

1/15/2014

1030 to 1200

Meeting called by: Ben Huntsman

Attendees: Michael Walton, Peter Depeche, Kevin Bedrossian

Please read: None for this meeting

Please bring: Nothing for this meeting

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| 1030 to 1045 | Review last meeting |  |
| 1045 to 1050 | Introduce today’s meeting  Issues: questions, discussions, etc  Wiki pages: organization, format, personal notes  Communication: email, discussion board, etc |  |
| 1050 to 1100 | Issues  Questions: Asking for thoughts from other team members on a specific topic.  Discussions: Ongoing discussions about the research topics or other topics that may come up throughout the project.  Etc: Other issue labels will come into play after the research phase of the project is complete. |  |
| 1100 to 1115 | Wiki pages  Organization: Pages for each research topic, make other wiki pages whenever necessary, no need to ask other team members if you feel it is necessary.  Format: Should follow a clear and concise format much like an engineering paper or outline. Should contain basic background of information to precise diagrams and signaling.  Personal Notes: Notes or comments that are not directly from a research paper or book and that are not annotated with specific references are considered personal notes and can be viewed as invalid until references are given. If personal notes are added to a topic and it is desired to be left as such, they should be annotated as a personal note. |  |
| 1115 to 1130 | Communication  Email: Email is to be reserved for urgent matters only. Urgent is to be considered as something needing immediate, within the day, attention. The email should not consist of anything except a reference to the Git Hub page that needs attention. This enables good documentation of all matters pertaining to the project.  Discussion Board: This will be located in the Issues section of the Git Hub pages. The issues that will be considered as ongoing and in the general category will be labeled as discussion. |  |

Additional Information:

Nothing for this meeting