**ERE & EL Meeting Minutes**

**Date:** September 29, 2016

**Time:** 3:30

**Location:** Room 3154

**Purpose:** Planning for debrief on Friday, September 30

### Attendees/Invitees

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Present** | **Contact** | **Capacity** |
| Kevin | **✓** | [khartwig8282@conestogac.on.ca](mailto:khartwig8282@conestogac.on.ca) |  |
| Ovi | **✓** | [oofrim1347@conestogac.on.ca](mailto:oofrim1347@conestogac.on.ca) |  |
| James | **✓** | [jsonnenberg6500c@conestogac.on.ca](mailto:jsonnenberg6500c@conestogac.on.ca) |  |
|  |  |  |  |
|  |  |  |  |

**Agenda**

1. Discuss what requirements haven’t been met for coming debrief on September 30th
2. Delegate individual tasks as per the outcome of the above postulate

**Discussion**

1. We will meet at 11:00 am tomorrow to go over
   1. each member’s assigned tasks
   2. questions we have regarding next week’s deliverables

**Action Items**

| **Item** | **Action Item** | **Date Added** | **Assigned To** | **Date and time Due** |
| --- | --- | --- | --- | --- |
| 1 | Establish a Final Development Plan (based on the preliminary) | Sept 29, 2016 | James and Ovi | September 30, 2016 |
| 2 | Preliminary Specification for Environmental Logger for Alpha Proof of Concept | Sept 29, 2106 | Kevin | September 30, 2016 |
| 3 | Print out missing documents from project binder | Sept 29, 2016 | Kevin | September 30, 2016 |
| 4 | COTS Selection Matrix | Sept 25, 2016 | All | September 30, 2016 |
| 5 | Sensor research [*INDIVIDUAL*] | Sept 29, 2016 | All | September 30, 2016 |
| 6 | Prepare any questions regarding next week’s deliverables | Sept 29, 2016 | All | September 30, 2016 |

**Follow Up Meeting** will be held on the 30nd of September, 2016 at 11:00 am.