**ERE & EL Meeting Minutes**

**Date:** September 30, 2016

**Time:** 11:00 am

**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. Determine if we are missing anything for the debrief today at 1:00 pm
2. Discuss each individual’s research on an environmental sensor

**Discussion**

1. Individual research on sensors:
   1. Kevin: Humidity sensor HS12SP
   2. James: Barometer sensor MS5607
   3. Ovi: Metal detector GX-F6A
2. Need to finish specification and COTS selection matrix

**Action Items**

| **Item** | **Action Item** | **Date Added** | **Assigned To** | **Date and time Due** |
| --- | --- | --- | --- | --- |
| 1 | Finish specification | September 30, 2016 | All | Today at 1:00 pm |
| 2 | Finish COTS selection matrix | September 30, 2016 | All | Today at 1:00 pm |

**Follow Up Meeting** will be held on the 3rd of October, 2016 at 10:00 am.