Meeting Agenda

Thursday April 7, 2011

4:30-7:00 P.M.

Agenda

1. Catch up on making the meeting agendas.
2. Prepare the binder for the binder check tomorrow on Friday.
3. Look over and make some small changes to the task schedule that is due next week on Monday.
4. Share ideas about lab reports and start working on lab reports that are due next week on Wednesday.

Minutes

1. We quickly updated the meeting agendas and decided upon who would be making them for the rest of the quarter.
2. The meeting agendas, previously returned sketching assignment, and tabs were added to the binder and the binder was put together in order to be inspected tomorrow on Friday.
3. We looked at the task schedule that we had started on Wednesday in class. The basic outline of the schedule was very good and the formatting made sense for the most part. Dennis and Alex were unable to attend this meeting, so Collin and Tom decided to set up another meeting mid-day on Sunday in order to make any final changes to the task schedule.
4. We shared ideas about the reports and Alex sent a copy of the code from Lab 1 to everyone else in the group while in class on Wednesday. Most of the group effort towards the lab reports was discussed and carried out earlier in the week while in class on Wednesday.

TJM-4/7/11