**Senior Project**

**TEAM MEETING AGENDA**

**Team Name: Axon Guidance**

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| Date: 3/13/09 | Start time: 12:00 PM | | End time: 1:30 PM |
| ***TEAM MEMBERS:*** | | |  | | |
| 1. Steve Salmons | | | Present: ❑Absent: ❑ | | |
| 2. Salil Nizar | | | Present: ❑Absent: ❑ | | |
| 3. Forrest Slater | | | Present: ❑Absent: ❑ | | |
| 4. Morgan Darke | | | Present: ❑Absent: ❑ | | |
| 5. | | | Present: ❑Absent: ❑ | | |
| 6. | | | Present: ❑Absent: ❑ | | |

Agenda prepared by: Salil Nizar

**AGENDA ITEMS**

**1.** Review and approve **Minutes** of previous week’s meeting.

**2.**  Review last week’s work assignments. A current WBS is to be used to identify weekly tasks.

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| --- | --- | --- | --- | --- | --- |
| ***Last Week’s Assignments*** | ***Team Member*** | ***Hours*** | ***Percent Complete*** | ***Status***  ***(on schedule or not)*** | ***Carryover to***  ***Next Week*** |
| *POS*  *POS*  *POS*  *POS* | Forrest  Salil  Morgan  Steve |  |  |  | ❑ Yes ❑ No  ❑ Yes ❑ No  ❑ Yes ❑ No  ❑ Yes ❑ No |

**3.** All meetings held in the previous week.

**4.**  Meetings in the coming week:

**OLD business items**.

**NEW business items.**

1. Time and Status Reports
2. WBS for POS and PMP
3. Faculty Advisor Meeting
4. Sponsor Meeting
5. Assignments
6. Schedule Control
7. Risk

Last agenda item: Review decisions and assignments. Identify “Key Decisions” and/or issues that should be included in the Project Log’s appendix.

Minutes to be prepared by: Salil Nizar

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| **Next Team Meeting Date:** 3/20/09 | **Start time:** 1:00PM | **End time:** 2:00PM |

**REPORT RECORDING TEMPLATES (Excel versions are available on the senior project website):**

