**Senior Project**

**TEAM MEETING AGENDA**

**Team Name: Axon Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: 3/20/09 | Start time: 12:00 PM | | End time: 1:00 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 (*The first three items are required; however each team will have their own set of additional items. In preparing the minutes, copy the agenda and add comments for each item on the agenda, indicating both decisions and assignments made. If an item was not addressed during the meeting, merely indicate that the item was not discussed. The minutes should account for how each agenda item was handled*.)**

**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*** |
| *Copied list of tasks assigned* |  |  |  |  | ❑ Yes ❑ No |

|  |  |
| --- | --- |
| ***Report Submitted*** | ***TEAM MEMBERS*** |
| ❑ Yes ❑ No | 1. |
| ❑ Yes ❑ No | 2. |
| ❑ Yes ❑ No | 3. |
| ❑ Yes ❑ No | 4. |
| ❑ Yes ❑ No | 5. |
| ❑ Yes ❑ No | 6. |

**3. New Assignments.** *List as* ***new assignments*** *those tasks identified in the WBS that are scheduled to begin in the coming week. Indicate the team member or members that will be assigned to each and the “Due Date” as indicated in the WBS.*

|  |  |  |
| --- | --- | --- |
| ***New Assignments*** | ***Team Member*** | ***Due***  ***Date*** |
| *The list of assignments for next week…* |  |  |

4. All meetings held in the previous week.

Faculty Advisor Meeting.

Sponsor Meeting.

**5**. Meetings in the coming week: *Discuss next week’s meetings to verify attendance and ensure pre-meeting preparation has been or will be completed before the meeting. For example:*

|  |  |  |  |
| --- | --- | --- | --- |
| *Phase of Work:* | *Purpose of Meeting* | *Date* | *Team Member(s)in charge \** |
| Faculty Adviser | Weekly meeting | 3/25/09 |  |

**OLD business items**.

**NEW business items.**

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

|  |  |  |
| --- | --- | --- |
| **Next Team Meeting Date:** | **Start time** | **End time** |

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

