**Senior Project**

**TEAM MEETING AGENDA**

**Team Name: Axon Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: 4/10/09 | 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**

**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.

SPMP

**3. New Assignments.**

SRS

4. All meetings held in the previous week.

None – Spring Break

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

Faculty Advisor Meeting

**OLD business items**.

Forrest

**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:

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

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

