September 11 2011

Time: 6pm-7:45pm

**-Initial meeting Senior design group #13**

     \*Ground Breaking presentation Tuesday 13 Sep.

     \*Officer positions required

     \*Code of conduct required

     \*Minutes only required from ECE side, will post via evernote and blackboard blogging tool

     \*Website required for ME side by end of semester

     \*Suggestion to take pics and post pics for all steps of design

     \*Able to recruit one more under-grad and one grad student to assist with project

     \*Suggestion to get a Grad student for the CPE department to help with the software

     \*Suggestion to check with companies on career day for funding

     \*Sorting out difficulties with parts ordering through FAMU

**-Next week:**

     \*Code of Conduct

     \*ME Ice-Breaker Project

     \*Needs assessment

     \*Meeting with Dr. Frank (Eric)

     \*Google Calendar

**-ME Ice-Breaker project:**

     \*Code of conduct required

**-Code of Conduct**

     \*Use template, Team Officer Positions and Discipline rules.

**-Team Officer Positions**

**\*Team Leader: Ryan Jantzen**

          Responsible for setting reasonable goals and managing project completion. Assures that workload is distributed evenly between the team members.

          Schedules team meetings and informs team of meeting time and place.

**\*Secretary: Alek Hoffman**

          Maintains and submits minutes for each meeting, publishes all important documents, websites ect. to group blog.

          Maintains rules and regulations for the team and project.

**\*Treasurer: Antwon Blackmon**

          Responsible for the group's finances as well as keeping track of purchased parts and overall inventory.

**\*Webmaster: Brian Roney**

          Responsible for maintaining group's website with information, media ect.

**\*ME Lead: Walker Carr**

          Responsible for managing ME members of team and scheduling meetings with the ME advisor. Will manage overall ME project requirements with the team

          leader.

          Will keep in constant contact with ECE lead to ensure project compatibility.

**\*ECE Lead: Eric Prast**

          Responsible for managing ECE members of team and scheduling meetings with the ECE advisor. Will manage overall ECE project requirements with the team

          leader.

          Will keep in constant contact with ME lead to ensure project compatibility.

**-Team Meetings**

     \*Schedule meeting with Dr. Frank for next week

     \*Bi-Weekly meetings: 6pm Tues, 2pm Friday 1 hr long ==> ECE Senior design room

     \*Code for SD room 314 "1+3 at same time, 5 then 4"

     \*Meetings are scheduled on Google Calendar.

**-Evernote Project Notebook:**

\*Invited all team members to share notebook via gmail accounts. Should be able to view everything in the notebook