September 20 2011

Time: 5:10pm-6:30pm

**-ME Professors meeting**

     \*Spiel about icebreaker presentation

     \*Guest lecture next Tuesday, USAF, ECE invited

     \*Needs assessment

          ~Dr. Alvi meeting Thurs, Fri

          ~ Will post what document should look like

          ~Information from competition website

     \*ECE advisor not assigned yet

          ~Keep Dr.Frank informed

     \*Documents can be reviewed by ME/ECE advisors

          ~Do not want advisors to be uninformed

     \*Follow up meeting with advisor with minutes and thank-you email

     \*CC team members in email, send from team

     \*Next deliverable

          ~Do not use example as template

          ~Question about competition guidelines

          ~What is engineering need

          ~Objectives of project

          ~Problems that need to be addressed

          ~Show to Dr.Alvi for review, get him to initial document

          ~Upload hard copy (signed) and soft copy (e-copy)

     \*Best to operate as team to complete project

     \*Observing previous team's results for competition

     \*Invite Dr, Frank and/or ECE advisor

**-Old Business**

**\***Needs assessment report/Project scope due in one week 9/29

     \*Product Specification and Project Plan due 10/13

     \*First presentation at the end of October

     \*Need to schedule a meeting with Dr. Frank next week (ECE only)

     \*ME advisor meeting:  Thursday/Friday

     \*Career day

**-Meeting with Dr.Alvi**

\*Thursday Sep 20

     \*Engineering building FSU main campus

     \*Possible meeting times plotted

     \*Will email Ryan this evening

**-New Business**

\*Timeline

     \*Career day Wednesday: Alek and Walker 1pm

          ~Sponsorship papers, difficulties

          ~Talk to sponsors

     \*Begin work on needs assessment report

\*ECE Graduate student assistant

  \*Drop box

-**Needs assessment**

\*Mission statement: Draw from published rules

     \*Estimated timeline: Deliverable due dates, project completion goals, research deadlines

\*Will divy out parts on Friday