

## *Meeting Minutes 1*

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Date: 9/11/11

Start time: 6:30PM

End time: 7:20PM

General Discussion of ME requirements because this is a ME led project

Decided Roles as per the Code of Conduct assignment

- o Project Manager: Jordan Berke
- o Treasurer: Bustin McRae
- o Webmaster: Trevor Hubbard
- o Sponsor Coordinator: Khristofer Thomas
- o Documentation: Luis Bonilla

Agreed on a time for future weekly meetings

- o Monday 6:30PM - (as needed) note: this time is tentative and subject to change

Need to get into contact with sponsor and/or ME adviser both of which are unknown at the moment in order to get more info on the project requirements

Everyone has agreed that a good time for Advisor meeting is Thursday afternoon but ultimately the meeting time will be dependent on when the Advisor can meet with us.

Later in week everyone will be emailed the final revision of the Code of Conduct agreement to be signed and turned in.