

# Floating Wind Turbine

## Agenda 15Sep2013

1. Designate team recorder of MMs
2. Confirm weekly team mtg. time and location (for fall 2013)
3. Review biweekly staff mtg. time and location (should have confirmation from all depts. next week)
4. Designate team webmaster (i.e., person to create site and upload deliverables)
5. Coordinate file sharing (e.g., Bb, Dropbox, Skydrive, etc.)
6. Review provided schedule of deliverables
  - a. Create a master schedule