

V2V TEAM MEETING

Date 10/08/2016 / **Time** 3:00pm / **Location** College of Engineering 3rd Floor

Attendees

Agenda

Presentation Outline of Content

Role and Responsibility Assignment

Website Outline

Content to be provided

Risk Assessment

Worksheet

Notes

Presentation Outline of Content

First introduce the team (Name Team Role Major School)

Diandra - Describe the problem. Cover any necessary background. (Past and Current Research, SAE)

Kim- Explain why it's important. Justify the work that you are doing. (Research on collision and collision avoidance technology on the market)

Discuss the relevant engineering problems involved. Convince us that the work you are undertaking is substantial.

Dominic -Begin describing how this problem can be approached

Provide potential solutions to the engineering problems described earlier (you don't have to have all the answers... yet)

Rob- Discuss how the work is divided up

Provide a rough schedule for the rest of the semester

Gantt Chart

Role and Responsibility Assignment

Website Outline (**Dominic**)

Content to be provided

Meeting minutes

Project deliverables

Team member bios (Collect Bios, Team Heads photos, and Team Picture- at presentation)

Project images (Fall Meetings – Spring Project)

Risk Assessment

Worksheet (Tabled)

Update/ Important Information

Diandra stated that she will be out of town November 2-4, 2016 and November 11, 2016.

Presentation Date: Friday, October 14 at 2:00 p.m.

Dress Code: White Button Up, Black Suits & Blue Ties

Action Items

PowerPoint Slide Deadline Tuesday Noon(12:00 p.m. 10/11)

Website Bio and Headshot (12:00pm 10/14)

Team Picture (10/14)

Next Meeting Agenda

Review Powerpoint Presentation