

Meeting Minutes

October 29, 2016

Those in attendance:

1. Elijah Athouris
2. Kimberly Leandre
3. Robert Etumnu
4. Zaran Smith (via phone)
5. Diandra Prioleau

Excused Absence

1. Dominic Eaton - Conference
2. Jaron Weatherspoon - Out of Town
3. Terrence Burke - Work

Unexcused Absence

1. Austin

Discuss availability for future meetings with underclassmen

1. Solution
 - a. No meetings on weekends
 - b. One team member from the upperclassmen team will come to meetings on Tuesday
 - c. Relay work for underclassmen team to Dr. Caldwell

Meet with underclassmen team

Discuss project for underclassmen

1. Pick a team lead - Due Friday, November 5
2. Create a Code of Conduct - Due Friday, November 5
3. Upload Biography and Professional Photo for Website - Due Friday, November 5
4. Report Date: Monday, November 28
5. Presentation Date: Friday, December 2