Solar Car Design Project

**Term:** Fall 2013

**Meeting:** 4

**Date:** 9/17/13

**Time:** 7:00

**Location:** Library

**Attendance:** Fritz Jeanty- Present

 Zachary Barr- Present

 Julia Clarke- Present

 James Croasmun- Present

 David Jolicoeur- Present

 Jose Cardenal- Present

**Absentee(s):** Wael Nabulsi- Excused

 Francois Wolmarans- Excused

**Agenda:** Finalization of Needs Analysis and Requirements Paper

**Discussion:**

* Went through each section of the paper to make sure the information was correct
* Reconstructed formatting of the paper so it will be more uniform
* Added in references and an appendix for the house of quality figure
* Finished paper for everyone to proof read and meet back up to discuss any last minute questions and print.

**Next meeting**

 Date: 9/18/13

 Time: 2:15 pm

 Location: Library

Agenda: Go over the final edition of the Needs Analysis and Requirements Report

* Discuss any issues anyone may have with the paper
* Review the paper one final time and print