

# WEEKLY MINUTES

## WEEK 2

9/16/14

- Asked about getting ME blackboard
  - Granted
- Friday 3<sup>rd</sup>
  - Revise the code of conduct
- Discuss Sponsor Meeting
- Needs Assessment
  - Tell him to read and sign
  - Be clear of requirements before you get started
- Rubric Posted for Needs analysis
  - More is better
- At staff meeting with Dr. Frank
  - Ask him if he wants to combine meetings?
- The high school should have separate project all together.
- Look into john deer automation devices
  - Could save time on the build
- Webmaster meeting on Friday 3:45

9/18/14

- Split Needs Analysis Up
  - Nathan – Goals
  - Coen - Abstract
  - Amanda – Background/References
  - Grant - Conclusion
  - Ian – Needs Assessment
  - Jeremy - introduction
- Utilize Google Docs so everyone can contribute
- Meeting Next week with Dr. Frank