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| **MEETING MINUTES – Internal Team Meeting** |
| DATE: September 12, 2014 |
| POSTING TIME: 9/12/14 11:41:12 PM EDT |
| OWNER: Julia Kim |

The following was discussed:

* Code of Conduct: It was worked on during the week, and only some finishing touches were needed to be discussed during the internal team meeting, which were the following:
  + Dress Code: We decided that team meetings would not require any special attire. For personal meetings with our contact from Northrop-Grumman, we decided that the dress code would be business casual, while the presentations would require business professional attire.
  + Team Roles: The team roles were delegated to each member in the following manner:
    - System Engineering: Julia Kim
    - RF/Electrical Engineering: Matthew Cammuse
    - Computer Programmer: Patrick DelaIlana
    - Integrated Product Team Management: Joshua Cushion
    - Signal Processing: All ECE department students
    - Mechanical Engineering: Malcolm Harmon
    - Antenna Engineering: Mark Poindexter
* We also changed the internal team meetings time to 5:00 p.m. on Thursdays as there were no conflicts for that time.
* The Team Form packet was also completed and turned in along with the signed Code of Conduct.