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| **MEETING MINUTES – Dr. Frank & Dr. Bernadin & Team Meeting** |
| DATE: October 10, 2014 |
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| OWNER: Julia Kim |

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Present: All Members

Time 11:00 a.m. – 11:30 a.m.

Dr. Frank asked how we felt that we were coming along with our report due next week, if we are on track and whatnot. We explained that we split up different sections of the project between the members and that we’ve been meeting with our sponsor weekly. Dr. Frank also asked whether we reserved the time slots for our presentation and we answered that we do, for October 24th at 11:00 a.m.

Dr. Frank explained that for our Milestone #2 report, we need to have concept generation and selection, and any alternatives should also be included along with an explanation of why we selected the specific design. Also we need to write out the statement of work, so all work details should be explained. Our plan and tasks for up until the end of the project should be stated and be as specific as we could be. For the testing plan, we should think ahead and decide what kind of testing should be done for the design to work.

We also informed them that Pete is coming down on October 21st, and Dr. Frank suggested that we should go over the report with him and get any inputs before the presentation, as well as sending the report before it’s finalized in order to verify whether any changes should be made.

Dr. Frank asked whether we had any progress with the procurement of a lab space. Benjamin explained that they talked to Dr. Akoli for procuring a space in HPMI, and he said that we have to have all of the testing ideas set up. He wants to know what the testing environment needs to be, whether it needs to be an empty room, and any safety concerns. Dr. Frank suggested we could write up a proposal or request for space and circulate that to him and other departments that could provide space. Dr. Frank said that there are portables that could potentially be used but they are messy, small, and not ideal for testing. We would also need absorbers to put around the system and that would also have to be included in the budget.

Joshua brought up the P-card that Dr. Foo mentioned that the COE was interested in acquiring, but he mentioned that when he spoke with Donna Butka, she said that there weren’t any plans to procure those cards. She also wants only one person to be in charge of the purchase orders. Also if there are any out-of-pocket purchases, it can be done only by a FAMU student for reimbursement.

Benjamin mentioned that the Industrial Engineering department also wanted some components to be included in the report and asked if Dr. Frank wanted their rubric for grading. Dr. Frank said that there is no need to get the rubric and can just be added to the report.

We all introduced ourselves to Dr. Bernadin since this was the first time we were formally meeting her. She said she would look over our Milestone #1 report in order to catch up with us.

Dr. Frank also said that it would be a good idea to include an executive summary of the project for every report and presentation.