Meeting Time: 11am at the College of Engineering, Room A207

1. Questions/Comments/Concerns from members (not regarding anything on agenda)

**Treat project as we are restarting it. Need to discuss what is feasible.**

**Scissor lift design for telescoping.**

**Possible climbing mechanism for design.**

**Ask Okoli if we should focus on a certain aspect or couple of aspects.**

**A great version of a certain part as opposed to a whole design with just okay versions of it.**

**Circular saw cutting mechanism.**

**Cheap -> Portable -> Easy to Use -> Set up time**

1. Derek was submitted as the web designer
   1. Waiting for the next steps from CMS

**CMS, Host the website.**

1. Gantt chart.
   1. Find suitable platform/software to use.

**Don’t need software necessarily. Google Gantt format style. All the reports have one of these for the whole project.**

1. Blackboard submissions issues for Phase 1 report.
   1. Shows 1 submission already used.
   2. Is this a mistake?
      1. Should we see if the TAs can reset this counter?

**Email her asap**

1. Faculty mentors.
   1. ME?

**Dr. Shoo**

* 1. EE?

**Dr. Hooker (ask if there is someone else)**

* 1. IE?

1. House of quality/customer requirements
   1. Discuss

**Doesn’t seem too bad.**

* 1. Work on it before next meeting

**Introduction**

**Project Definition**

**Project Definition**

**Background**

**Applications**

**Dangers**

**Project Scope, Assumptions, and Deliverables**

**Project Scope**

**Assumptions**

**Deliverables**

**Team Organization**

**Opportunity Statement**

**Effect on Economy**

**Budget**

**Analysis of Customer Requirements**

**Fish scale**

**House of Quality**

**Requirements**

**Match requirements with technical requirements**

**Gantt Chart**

**Conclusion**

1. 3 weeks until first report and presentation
   1. Plan out schedule
2. Risk assessment
   1. Merge all ideas together
   2. Do we need the signatures at the bottom?

**Finished and emailed.**

1. Questions/Comments/Concerns from members

This week’s assignments:

1. Background Research
   1. Derek
   2. Dani
2. Scope
   1. Gabe
   2. Pat
3. Conclusion/House of Quality/Gantt chart/Voice of Customer (after House of Quality)/Team Organization/S Curve
   1. Together
   2. Chart for entire year
4. Project Charter - Overview
   1. Tico
   2. Matt
5. Intro
   1. Enrique

Defining Customer Constraints and Technical requirements

Business Analysis

Project Progress (maybe Process)

Estimates of Budget

Meeting Tuesday October 13th after 5pm

+Sunday+Monday

Course Library -> Deliverables Examples -> Phase Report Outline