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