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

Attendance: Matthew, Enrique, Dani, Derek, Tico

1. Ensure Meeting 6 minutes are uploaded to Blackboard
   1. File Exchange
      1. **DONE**
   2. Blog
      1. **DONE**
2. Presentation debriefing
   1. Discuss team participation

**Talking to Gupta and Okoli this week, need to determine final design by the end of the week.**

1. Vote on revised team contract
   1. Team Contract, Rev2 on File Exchange

**Approved**

1. Website
   1. robots.txt

**Need to upload Define Phase report and presentation. Upload robots.txt.**

1. Lessons learned document

**DONE**

1. Review requirements for Phase 2 Report

**Most of these will need design finalized.**

**Add to scope: We only deal with going up the tree, cutting fruit, and going down**

**Measuring the Baseline Performance**

**Three parts**

* 1. **Method and Metrics – Enrique & Tico**

**4.2 Enrique & Tico**

**4.3 Gabe & Pat**

**Business Analysis - Dani**

**For the part we said “once a design is selected”**

**Network Diagram’s dates will need to be updated - Matt**

**Detail in ordering parts and suppliers**

**Diagrams will need to be updated**

**HOQ - Tico**

**RAM - Tico**

**WBS - Tico**

**SWOT - Dani**

**Risk Matrix - Dani**

**S-Curve**

**Budget – Gabe & Pat**

**Intro**

**Summary**

**Milestones**

1. Discuss design ideas

**Everyone who has an idea needs to draw them down, write down as much detail as possible, and have it ready to present to Okoli on Friday. A final design WILL be selected on Friday.**

1. Questions/comments/concerns from members

**We all good.**

1. Poster

**We’ll look into it once we have a final design**

1. Questions for Margaret:
   1. Should we be stuff from Define phase into the appendix?