Meeting Minutes
Date: April 7, 2008
Time: 11-12
Attendees: all students and Professors
Missing: Evan
Prepared by: Emily

QA audit day

For completing tests
- record the criteria for passing
- record the serial number of the unit tested (this means writing a number on the boards) for the PIC firmware include the revision number, date, or some identifying number for the code and make sure this code is preserved)
- record the measured value for the unit during the test

- necessary information
  - who did what test?
  - what was tested?
  - how was it tested?
  - what was the criteria and how was it met?

PLAN OF ACTION:
- completely populate 3 of the old boards and also wait for new boards to come in