Meeting Minutes
Prepared by: Kelly Koreyva

Monday, February 4, 2008
11am

-Summary of status letter
  - definition of groups and organization of group
  - each person is defined in one group, but will be included in tasks for at least
    another group

-Discussion of network to be used
  - reminder that a network is not mandatory in our design
  - expandability issue should not decide which network
  - risk analysis should be documented for our design including network decision

-Next deadline: Monday, February 11, 2008 PDR
  - detailed presentation required
  - no hazardous materials in our design

-Need for more details
  - Each document and task should have “prepared by:” statement
  - API document should be detailed and prepared by someone different than
    software person

-Tasks that can be started immediately
  - user’s manual
  - circuit board
  - testing
  - ethics document

-Need detailed list of tasks

Next meeting February 4, 2008 at 7:30pm