

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
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- 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