

Meeting Minutes  
Monday, February 4, 2008  
11am

Prepared by: Kelly Koreyva

- 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