

## **Date**

10/16/2018

## **Attendance**

Blake, Colton Nick, Dr. Hegde

## **Minutes**

- Discussed current state of project
  - Update on where the project currently is, what our plan is moving forward
  - We are currently having weekly meetings with client
  - Discussed client expectations and adviser expectations
  - Communication needs to be improved
- Project plan
  - Confusion from team on date of completion - will contact Zambreno
    - **UPDATE:** Zambreno wants an improvement plan from the team
- Meeting minutes should be uploaded to the website?
  - This doesn't seem to be on any other team site - will confirm
  - Either way, Chinmay wishes to see them
- Clarified roles in the project
- Communication
  - Provide Dr Hegde with weekly or bi-weekly updates via meeting and email
    - Discuss progress. Can be formatted how we want it.
    - Lee will set up a meeting time that works best
  - Need to have a clear point of contact moving forward
    - Currently has been a mix of members stepping in. However, this is not working very efficiently. Needs to be fixed
    - Lee currently is assigned this role
- In the future, if something is unclear, in the future we need to pursue it and not wait for answers