

Project:Possibility SunSPOT Project

Meeting Agenda

6:00 P.M. – 8:00 P.M. February 21st. 2008

Attendees:

Irina Abramova
Sean Bachelder
Sreelakshmi Gownipalli
Praveen Kansara
David Woollard
Winnie Yip

Minutes From Last Meeting:

Chris Leung gave a general introduction to the Semester Project and demoed the SunSPOTS and Headtracking equipment available to some of the projects.

Marc Allan explained the semester schedule and milestones/deliverables. Project phases as presented are:

- Phase A: Project Definition & Planning
- Phase B: Preliminary Design
- Phase C: Design/Build
- Phase D: Integration & Delivery

Deliverables for the semester are:

- 2/27 - Progress Update
- 3/12 - Preliminary Design Review (PDR) pres. @ General Meeting
- 3/26 - Status Update
- 4/2 - Critical Design Review (CDR) pres. @ General Meeting
- 4/16 - Status Update
- 4/30 - Product Readiness Review (PRR) pres./code @ General Meeting

Open Action Items:

Num	Description	Assignee
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Agenda:

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| 1. | Team Introductions | (Woollard/All) |
| 2. | Schedule & Milestones Discussion | (Woollard) |
| 3. | Tools & Process Discussion | (Woollard) |
| 4. | Project Brainstorming | (All) |
| 5. | Review PDR Deliverables and Assignments | (Woollard) |

Action Items Closed In This Meeting:

Num Description

Assignee

Action Items Resulting From This Meeting:

Num Description

Assignee

Meeting Minutes: