

Team Meeting Minutes Template

EE4400 Senior Seminar Meeting Minutes of 21 October 2015

Group Name: Book Duplicator

Members Present: Jessalyn Boyce, Taylor Cooper, Natalie Wilcox

Members Absent: Andrew Anderson (excused), Andrea Anderson (unexcused)

Guests: Walter Dalton (Mentor)

Call to Order: 12:00PM, REND 243

Approval of Minutes

- Motion from Jessalyn Boyce: To approve the minutes for 14 October 2015.
- Vote: 2 in favor, 1 abstention. (Motion carried)
- Resolved: Minutes from the meeting on 14 October 2015 approved without modification.

Old Business

- Taylor reported that his action item from the 14 October 2015 meeting is complete, and demonstrated the sensor he selected.
- Natalie reported that shipping delays prevented her from completing her action item from the 07 October 2015 meeting. She expects to complete it by 30 October 2015.

New Business

- Discussion regarding data collection.
 - Motion from Taylor Cooper: To use infrared signals for data transfer.
 - Vote: 2 in favor, 1 against. (Motion carried)
 - Resolved: Data will be collected via an infrared communication link.
 - Action: Taylor will gather information on infrared transmitters and receivers, and make a recommendation on which ones to use. Due 26 October 2015.
- Discussion regarding the meeting table.
 - Motion from Natalie Wilcox: To replace the meeting table using project funds.
 - Vote: 1 in favor, 2 against. (Motion failed)
 - Taylor Cooper volunteered to repair the table at no cost.
 - Action: Taylor will repair the table. Due 30 October 2015.
- Discussion regarding data storage.
 - Motion from Taylor Cooper: To use portable memory devices for data storage.
 - Amendment: Limit the choice to USB flash drives or SD cards.
 - Vote: 3 in favor. (Motion carried)
 - Resolved: USB flash drives or SD cards will be used for data storage.
 - Action: Natalie will research and compare USB flash drives and SD cards, and make a recommendation on which to use. Due 23 October 2015.

Adjourned: 12:34PM

Team Meeting Minutes Template

Next Meeting: 12:00PM, 28 October 2015, REND 243

Minutes Recorded By: Jessalyn Boyce, 22 October 2015.

Distribute your draft. Once you've typed a draft of the minutes, send it to each member of the group. Remember: until the draft is approved by the group members, it is only a draft, subject to change at any time.