**Agenda:**

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| **Meeting Information**  | Wednesday, September 18th 20196PM AZ TimeEngineering Building **Main Actions:*** Discuss how to integrate new project manager from ASU
* Begin Preliminary Report
* Peer Evaluation Reminder
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| **Robert Tieken** | **Actions*** Discuss project involvement
* Assign tasks where needed
* Discuss project scope assignment mentioned
* Fill out team charter - roles sections with MBTI Characteristics and how your experience/personality makes this role (project manager) a good fit for you
* Sign team charter doc
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| **Preliminary Report** | **Actions*** Review rubric and expectations with the team
* Assign tasks for each team member
* Set soft deadlines for sections to get them reviewed before submission deadline
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| **Peer Evaluation Reminder** | Peer Evals due Friday 9/20Get them completed ASAP |

**Notes:**

Preliminary Report Roles

1. Introduction (Karissa)
	1. Project Description (Karissa)
2. Customer Requirements (Andrew)
3. Design Space Research
	1. Literature Review (Scott & Sultan)
	2. Benchmarking (discuss with team)
		1. System Level Benchmarking
		2. Subsystem 1 Level Benchmarking
		3. Subsystem 2 Level Benchmarking
		4. Subsystem 3 Level Benchmarking
	3. Functional Decomposition (Sam)
4. Concept Generation
	1. Full System Concepts
	2. Subsystem 1
	3. Subsystem 2
	4. Subsystem 3
5. Design Selection (Sultan-report writing)

Soft Deadlines:

* Background and Benchmarking Due (Friday, Sept. 27th)
* Concept Generation Sketches (Sunday, Sept. 29th)
* Concept Selection (Wednesday, Oct. 2nd)

**DISCLAIMER**

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