**Agenda:**

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| **Meeting Information** | Wednesday, September 18th 2019  6PM AZ Time  Engineering Building  **Main Actions:**   * Discuss how to integrate new project manager from ASU * Begin Preliminary Report * Peer Evaluation Reminder |
| **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 |
| **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 |
| **Peer Evaluation Reminder** | Peer Evals due Friday 9/20  Get 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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