

MEETING MINUTES

Topic: Initial meeting

Date: 01/22/2010

Time: 4:15pm - 4:45pm

Location: deBois 030

Minutes recorded by: Nicholas Norris

Meeting called by: David Willy

Attendees: Nicholas Norris, Noah Wick, Chad Jennings

Table 1. Record of meeting.

Time	Description	Location
4:15	Team intro and contact info swap	
4:20	Contract for room 108 access	
4:25	Webpage discussion and noah wick made project lead.	
4:30	Questions discussed for david willy	
4:35	Discussion with Mr. Willy. Website lead established as Seth Mabas. Email template discussed.	

4:40	Next staff meeting discussed. 4-4:15pm is first staff meeting.	
4:45	Meeting with GTA discussed required before end of next week.	

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Find references	everyone	1/24	

Next formal meeting: staff meeting 1/24