Joe & Steve:

1. Time = 8 to 12. Joe will figure out location & email us.

2. course schedule-see "course sched" attachment.

3. actions items to have ready--see "meeting results" attachment.

4. purpose of meeting--take next steps open loops & assess the =20 lessons for the first part of capstone.

5. agenda items (Don's list)
   review ME424 course assessment--SB
   assess phase zero documentation & process--SB
   reporting on progress to ME dept--DE
   planning for capstone "long term plan"--DE
   Assess each lesson plan. DE/SB/JL
   Assess list of lesson for next phase of = capstone & assign owners

6. other agenda items?--send to Don by COB today (Monday).

Don