Date: 9/9/05 from 1:00 to 2:20 pm
Location: ECE Conference Room (tentative--JL will email exact location)

**Purpose**

Course Planning & Management. Advance long term plans

1. Planning: Week of Sept. 12th:
   a. Capstone Project Selection-SB
   b. Phase Zero-DE

2. Planning: Week of 19

3. Planning: Long Term--Week of Sept 26th & beyond:

4. Open Loops
   a. Update Project List (JL)
   b. Assess changes to Evaluation System (SB)
   c. Capstone Web (SB)
   d. Process on Web (DE?, BC)
   e. Report on Roles--Brice & Lloyd (Brice: email your role description to DFE for minutes)
   f. Capstone Long Term Plan

5. Assessment
   a. Role--Collaborator
      • values roles, accepts role assignments, & supports others in their roles
      • contributes to development of consensus goals and procedures (processes) for cooperation
   b. Process
      • Strengths, Improvements & Insights