Meeting Minutes

Date: Monday, October 17, 2005
Location: ECE Conference Room
Attendees: Steve Beyerlein, Don Elger, Brian Johnson, and Joe Law

I. Agenda
   A. Review Agenda
   B. Review Facilitation Plan for October 18 class
   C. Assess How to Measure and Improve Teamwork
   D. Assess Guidelines-Tasks for Conceptual Design (Phase 2)
   E. Assess meeting
   F. Set Agenda for next meeting

II. Minutes
   A. Reviewed and set agenda
   B. Modified the facilitation plan for the October 18 class session. Steve will use the assessment and write a facilitation plan for tomorrows class session.
   C. Assessed How to Measure and Improve Teamwork. Don will use the assessment and rewrite How to Measure and Improve Teamwork.
   D. Assessed Guidelines –Tasks for Concept Design. Don will use the assessment to rewrite Guidelines –Tasks for Concept Design.
   E. Set Agenda for next meeting
      1. Review agenda and adjust if necessary (2 min)
      2. Assess course web-site (20 min)
      3. Plan the Tuesday November 8 Capstone Design Class (15 min)
         a. Review Design Proposal Guidelines
         b. System Integration Practices
      4. Friday’s Assessment Workshop (15 min)
      5. Agenda for next meeting (3 min)
      6. Assessment (10 min)
   F. Assessed Meeting
      Strengths:
         1. Real time adjustment of the agenda
         2. Use of the white board gave a focus and coherence to the meeting
         3. Supported each other. Allowed people to work in their own best areas.
      Improvements:
         1. Plan white board use better. Organize where material is written on the board anticipating upcoming use.
         2. Create a smart long-term plan for Capstone Design
         3. Elevate quality of assessment
      Insights:
         1. A lot was done in one hour time. We spun up and done faster than we did earlier in the semester.