9/19/2013 5:00 p.m. meeting with the Team

* Recapped Cris’s meeting with the rest of the team
* **Needs Assessment due 9/27 for the ME department**
  + Each Team members were assigned a single section of the Needs Assessment as follows:
    - Needs Assessment(section): Jason
    - Problem Statement: Bernardo
    - Justification/Background: Stephen
    - Objectives: Greg
    - Methodology: Steven
    - Constraints: Ernandes
    - Expected Results: Mark
  + Each members must submit their work to Jen by Tuesday in order for her to consolidate the sections by the next meeting for the whole team to review and discuss
* Greg and Stephen will look into the flying license requirements
  + Any other team members interested in obtaining a license should contact Greg or Stephen
* All local team members verified that they are available on Tues 2:30 p.m. for the ME staff meeting every other week
  + Need to check with Mark
* All local team members received access to the group’s Dropbox from Jen
  + Need to check with Mark
* Need to request more portable room keys
  + Only Steven and Ernandes each have a key so far

5:30 p.m. meeting with Dr. Frank (for ECE students)

* ME team members are welcome to join the ECE meeting but not required to
* Meeting with the Dr. Yu(ECE tech advisor) not necessary yet
* Dr. Frank has offered provide feedback on the ME Needs Assessment
* Eric from the ECE office handles the keys for the portables (Dr. Frank will contact him on our behalf)
* ECE students must send a request to Dr. Amin for access to the Blackboard site for ME Senior Design(EML4551)