

# ACTION ITEMS

SD Team 504

Last Updated: 3/12/2021

Next Meeting: TBD

ACTION ITEM	PRIORITY	OWNER	ASSIGNED	DUE	DONE	STATUS	NOTES
Staff Meeting 2 Agenda	HIGH	David	2/4/2021	2/8/2021	✓	100%	
Set up meeting with planners	HIGH	Alex	2/9/2021	2/12/2021	✓	100%	
Analyze input files from Guido	MEDIUM	David & Alex	1/22/2021	2/9/2021	✓	100%	
VDR 5	HIGH	Team	1/28/2021	2/17/2021	✓	100%	
Staff Meeting 2 Minutes	MEDIUM	David & Julian	2/8/2021	2/12/2021	✓	100%	
Team Photo assignment	LOW	Team	1/7/2021	2/12/2021	✓	100%	
Create obsolescence file	LOW	Alex	1/28/2021	2/28/2021		50%	
Create matlab interface	MEDIUM	Kyle & Julian	1/7/2021	3/15/2021		50%	
Determine appropriate input files	HIGH	David & Alex	1/7/2021	2/16/2021	✓	100%	
Create logic schematic	MEDIUM	David & Alex	2/8/2021	2/28/2021		75%	
Look into Microsoft 365 email	MEDIUM	David	2/9/2021	2/15/2021		On Hold	not sure if we'll need this
Script will run for four major parts	LOW	Team	2/9/2021	3/22/2021		50%	
Nelsons Heuristics	HIGH	Julian & David	3/4/2021	3/15/2021		25%	We did not have an item tracking list last time, so this
Manual	MEDIUM	Julian & David	3/4/2021	3/21/2021		25%	
ISBN Scanning	MEDIUM	Kyle&Alex	3/4/2021	3/13/2021		0%	