

LFEV 2014 Meeting Minutes

31 January 2013 - 1:00pm

Members Present

Ben Richards
Jake Steinmetz
Rob Lombino
Drew Jeffrey
Ben Drake
Constantine Dier
Naing Minn Htet

Business

- **Distribution and Definition of Roles**

Project Leader - Ben Richards

Makes final decisions if no group consensus. Manages tasks and allocate them. Keep members focused and manages meeting.

Webmaster - Jake Steinmetz

Responsible for consistent formatting and policing the contents of website.

Inventory Guy - Rob Lombino

Responsible for getting order forms and maintaining and organizing parts.

Editors - Ben Richards and Drew Jeffrey

Enforce quality assurance with documents

Safety Officer - Ben Drake

Enforce safety.

ATP manager - Constantine Dier

Manages ATP

Secretary - Naing Htet

Take meeting minutes.

- **Scheduling Weekly Meeting Times**

Monday - 2pm - 3pm

Wednesday - 11am- 12pm (Drew will not be present)

- **Choosing Project Management Tools**

Draft documents - Google Drive

Final documents - Wordpress

Communication - group.me

Discussion - Facebook

Task Management - TBD

Progress Tracking - TBD

- **Expectations**

Members will come up with five “Group standards” or “Expectations they expect teammates to follow.

- **Tasks Before Next Meeting**

All Members

- Come up with 5 “Group Standards” or “Expectations”

- Read LFEV 2013 website

Ben Richards

- Decide on tools to be used for Task Management and Progress tracking

- Distribute the tasks.

Ben Drake

- Read and suggest revisions to the Safety Plans

Rob Lombino

- Find parts lying around on the room. Do inventory of current stock

Jake Steinmetz

- Make the website pretty.

Naing Htet

- Make meeting minutes and put it in google Drive.

Drew Jeffrey

- Read what is the competition about.

Editors

- Edit meeting minutes.

Constantine

- Organize and compile the requirement matrix for the ATP.

Meeting adjourned at 1:45pm