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