

**Project Name:** VAR Billet Measuring System  
**Project #:** 12555  
**Customer:** Special Metals

**Meeting Purpose:** Introduction

**Date:** 12/15/11

**Meeting Length:** 60 minutes

**Present Parties:** Jared Dodge (Design Team)  
Michael Imhof (Design Team)  
Michael Cheney (Design Team)  
Michael Hvorecny (Design Team)  
Brandon La Quay (Design Team)

**Discussion:**

- Verify that the functional decomposition is correct
- Came up with a ranking system of ways to achieve functions of the project
- Begin risk management matrix

**Action Items**

1. Begin devising budget information (team)
2. Finish risk management matrix (Dodge)