

5th Team Meeting / Marble Cake Swirl -P12712

Date: Tuesday, September 27, 2011
Time: 6-8pm

Location: 4th Floor of COE
Call In:

I Open Meeting

Objective: To further identify the possibilities of several other swirling techniques and motions for prototyping
Notes: Ryan, Benson, Arwen, Aaron and Kenyon were present for this meeting.

II Action Items from Previous Meeting Responsible Due Date

1			
2			
3			

III Agenda Topic Notes

1	Topic 1: Review and discussion upon agreement on last meeting on Sunday	Identified several major points
2	Topic 2: Discussion related to upcoming deadlines / to-do lists.	Code of ethics and peer reviews need to be done by Friday. Risk assessment needs to be done as well in the upcoming meetings
3	Topic 3: Development of more detailed ideas with swirling tools and motion.	Comparison of actual developed ideas. (Pros / cons.) Multiple keys techniques were developed along with team discussion
4		
5	Topic 5	

IV Action Items Responsible Due Date

1	Code of ethics	Everybody	Next Meeting on Fri
2	Peer review (one plus, one minus)	Everybody	Next Meeting on Fri
3	Dropbox for videos or pictures	Benson	Next Meeting on Fri
4	Ideas regarding risk assessment	Everybody	Next Meeting on Fri
5	BRING UTENSILS / CAKE	Everybody	Next Meeting on Fri

V Decisions

1	Customer needs and specs were suggested and ready to be finalized.
2	4 "heads" will be installed in our design.
3	9 design concepts were identified from meeting and will further discuss on Friday
4	Camera, whisks, egg beater (utensils), batter and toolbox are needed for Friday's meeting
5	

VI Close Meeting