

**Meeting Purpose** (*clearly state objectives of the meeting*): Review Updated Documents

**Materials to be Reviewed** (*list all documents to be reviewed at the meeting including revision*):

Customer Needs.pdf, Specifications.pdf, Risk Assessment.pdf, Concept Screen.pdf, Concept Selection Matrix.pdf, MSD 1 Stackable Cots Project Plan.pdf

**Meeting Date:** 10/23/12

**Meeting Location:** MSD Center

**Meeting time** (*indicate start and stop time for entire review*): 12:00 PM – 1:00 PM

**Timeline** (*in table below indicate start time for each activity, the topic of review, and the required attendees*):

Meeting Timeline		
Start time	Topic of Review	Required Attendees
12:00	Customer Needs	<b>J. Kaemmerlen</b>
12:10	Specifications	<b>J. Kaemmerlen</b>
12:20	Risk Assessment	<b>J. Kaemmerlen</b>
12:30	Concept Selection	<b>J. Kaemmerlen</b>
12:40	Concept Selection Matrix	<b>J. Kaemmerlen</b>
12:50	Project Plan	<b>J. Kaemmerlen</b>