In this meeting, Gerry focused on what we need to be doing to make sure that we get the project done on time and don't save everything or the last minute.

He suggests that we use the Qualities of Integrity that we worked on 9/6 to create a flow chart.

We might want to work on a one page summary. I don't think it is due at any point, but it will be useful to condense all of the information. This will be similar to what might be called an elevator speech. It will help us later on, if we need to solicit help from anyone; we'll essentially say this to them, get all the important info in there, but it can't be bogged down with details.
Why one page? If you can't get it down that small, you obviously don't understand the project well enough.

Project Plan
You want your project plan to be able to fit on one page. It will be most successful if there is something due at each meeting. Based on your Risk Assessment, certain things will be more planned-out.

Functional Decomposition
you need to break down the product by each function it performs and the subfunctions required to perform those functions and so on. It might help to use post-its for this.
After that, you can work on concept generation, and seeing if you can combine any of the subfunctions.
It may help to think about functions in this way: there are only 4 basic kinds of functions: Moving a thing, moving electricity, moving information, providing structure.

System Design Review
System model design, ex.: input=energy, output=heat, constraint=melting
Timing diagram: the things that happen between input and final output
Risk analysis: identifies, analyzes likelihood and severity, introduces contingencies
        Performance, schedule, budget
It is useful to assign each risk to a person, so that person is the one who is always analyzing ideas to make sure that risk is being accounted for.
This way, risk assessment/contingencies are taken into account all along the way rather than trying to do it all at once at the end, after time, effort, and resources have been used to develop an idea.