

- Mike Zona present at meeting
- Compared and narrowed down ideas (w/ M.Zona's help) on:
 - o Benchmarking
 - o Customer Requirements
 - o Engineering Requirements
 - o Project schedule
- Realization that having everyone research and come up with ideas, then comparing them wasn't the best strategy.
 - o Not time effective
 - o Bit of overkill
- Decided to assign tasks specifically to each group member.
- Talked about what was required for Review on Thursday

ACTION ITEMS: To be completed by Wednesday 9/11/13

- ✓ Mitch- Update edge with all our documents in SVN Project Files
- ✓ Anushka- Create PowerPoint for Review.
- ✓ Jake- House of quality diagram
- ✓ Brian- Gantt Chart
- ✓ Kyle- Benchmarking