AGENDA

Business Meeting
ENGI.8700 Civil Class of 20xx

Date Jan 18, 2010
Start Time 10:20
End Time 10:45
Location Civil Class
Participants Civil Class
Chair Steve Brunceau
Note taker: Megan Kavanagh

Space provided below for brief notes:
Who so moved? Seconded? Was appointed? Presented? ...

Time Guideline

10:00 Call to Order
Safety Instructions - avoid tripping hazards w/extension cords
Appointment of Secretary
10:05 Sitting Regrets Andrew Fudge
Approval of Docket
Minutes of Prev. Meeting: N/A
Corresp./Housekeeping - Computers for back on order
10:15 Reports (2 min each group)
Group 1 Sara Dave Mike Megan QVC - paired with NL Power for spillway design. Initial meeting tomorrow. Workplan to be started this week
Group 2 Vanessa Edwin Ashley PRT - paired with Tiller - monopoles analysis. Meeting today. - workplan started this week.
Group 3 Ian Matthew Chun Marianne Pinnacle - paired with DBA. Roles determined. Schd & tasks TBD - Workplan to be started. Meeting today & Thursday.
Group 4 Russ Marks Nikita Richard SGMC - paired with FGA. Meeting tomorrow. - Workplan to begin this week.
Group 5 Colin Jeremy Steve Andrew F JACS - paired with A&E. Meeting tomorrow - Workplan started this week.
Group 6 Laura Dana Steve Robert Nick Chris Peter Andrews CDNL - paired with Chimo. Meeting tomorrow w/client. Group meeting today
Group 7 Paramount - paired with BAE Newplan. Group meeting ~~tomorrow~~ today. Meeting w/client tomorrow. Workplan started this week.
Group 8
Group 9
10:35 Old Business* N/A
New Business** N/A
10:45 Action Items***

Date of Next Meeting:
10:50 Adjournment

Student List	Init
student No #	
student No #	
student No #	