

AGENDA

Business Meeting
ENGI.8700 Civil Class of 20xx¹⁰

Date JAN 25, 2010
Start Time 10:10
End Time 10:31
Location EN 2050
Participants PURE CIVIL (ALL)
Chair S. BRUNEAU
Secretary M. CHUN MAN

Space provided below for brief notes:

Who so moved? Seconded? Was appointed? Presented? ...

Student List

Init

student No #

Alacoque, Marianne	✓
Ball, David	✓
Bennett, Laura	✓
Cahill, Michael	✓
Chambers, Richard	✓
Coates, Nicholas	✓
Collins, Krista	
Collins, Peter	✓
Cooper, Jeremy	✓
Dalton, Dana	✓
Forward, Stephen	✓
Froude, Ian	✓
Fudge, Andrew	✓
Gibbons, Nikita	✓
Greeley, Steven	✓
Hunt, Robert	✓
Hynes, Justin	
Jacobs, Ryan	
Kavanagh, Matthew	
Kavanagh, Megan	✓
LeDrew, Mark	
Man, Chun	✓
Martin, Jason	
Murphy, Russell	✓
Pollard, Colin	✓
Porter, Evan	
Pynn, Vanessa	✓
Rex, Ashley	✓
Sampson, Mark	✓
Small, Andrew	✓
Tsui, Edwin	✓
Vaughan, Sara	✓
Warren, Stephanie	
Whelan, Kirk	
Willetts, Chris	✓

Time
Guideline

- 10:00 Call to Order
Safety Instructions
Appointment of Secretary
- 10:05 Sitting Regrets
Approval of Docket
Minutes of Prev. Meeting:
Corresp./Housekeeping • MAKE INQUIRY ABOUT ROOM TEMP.
PUT WARNING SIGNAL ON FLOOR MACHINE
- 10:15 Reports (2 min each group)
Group 1 • NL PWR ALL DOCS COLLECTED. • REVIEWED HATCH OPTION
QVC • FEB8 CONCEPT DUE
- Group 2 • CLIENT NOT 100% ON SCOPE OF WORK
PRT • CONFIRMED TASKS W/ CLIENT
• SFRAME FOR ANALYSIS
- Group 3 • RESEARCHED BUILDING SYSTEMS • SUBMITTED CONCEPT TO CLIENT
PINNACLE • PROJECT WORKPLAN @ 50% • NEED NMS • PROJECT 75% FOR ?
DUE THIS WEEK • THURS CLIENT MEET
- Group 4 • ALLOCATED TASKS TO MBRS • SCHEDULE REVIEW TUES
SGMC • FINALIZED WORKPLAN • CREATE CONCEPTS THIS WEEK
- Group 5 • FINALIZED DATES FOR WORKPLAN • SNOW & WIND LOAD CRITICAL
JACK • THIS WEEK • SCORE KEEPER AREA IS A CHALLENGE • LOOKING FOR
SOFTWARE CHOICE
- Group 6 • RESEARCH TILT UP DESIGN • SUBMITTING CONCEPTS TO CLIENT
CDNL • CHALLENGE W/ SYMMETRY OF PANELS
- Group 7 • CLIENT WANT RESEARCH. • CLIENT WILL NOT GIVE GIVENS
PARAMONT • SUBMIT DRAFT OF WORKPLAN THIS WEEK
• DEFINE SCOPE OF WORK
- 10:35 Old Business*
- New Business**
• ENSURE GROUP HAVE A DEFINED SCOPE OF WORK • FOCUS ON SCOPE
- 10:45 Action Items***
Date of Next Meeting:
- 10:50 Adjournment 10:31

NOTES: * Old business = prior action items etc from previous meeting - not addressed in reports above.
** New business arising from meeting discussions, questions raised, recent group issues
*** Actions summary (keywords, people and dates) for out-of-the-ordinary activity required
Typical business meeting protocols apply. Example: <http://www.afscme.org/publications/1357.cfm>