Infrared Paper Dryers

Meeting Procedure

Distributed Megawatts

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Meeting Procedures

The flow chart on the following pages describes the procedure for conducting meetings that will be followed by the Distributed Megawatts design team. The following procedures and formats should be followed in order to ensure a more organized system.

Facilitator
- Send out draft Agenda 24 hours before meeting. E-mail subject should be of the format: “Distributed MegaWatts: Draft Meeting Agenda - %DATE%”
- Send out final Agenda before meeting. E-mail subject should be of the format: “Distributed MegaWatts: Finalized Meeting Agenda - %DATE%”
- Agenda should include meeting time, place, and attendees.
- Agenda should include time for Assessment and planning of next meeting.

Secretary
- Send out finalized meeting document within 48 hours of meeting conclusion, this included the Agenda, Minutes, and Assessment. E-mail subject should be of the format: “Distributed MegaWatts: Meeting Summary - %DATE%”
- Print out finalized meeting document and file it into the team binder with 48 hours of meeting conclusion.

Accessor
- Send meeting Assessment to the Secretary with 24 hours of meeting conclusion. E-mail subject should be of the format: “Distributed MegaWatts: Meeting Assessment - %DATE%”
START

Facilitator creates draft Agenda

Members review Agenda, submit any changes.

Facilitator creates final Agenda

E-mail Prior to Meeting

Meeting
Facilitator – Conducts Meeting
Secretary – Records Minutes
Accessor – Accesses the meeting recording weaknesses and strengths

Draft Agenda for next meeting is discussed

Accessor discusses weaknesses and strengths of the meeting.

Accessor documents meeting assessment

E-mail within 24 hours of meet conclusion.

Secretary writes up minutes and combines Agenda, Minutes, and Assessment into one Document. Document is then e-mailed to the team and put into team binder by Secretary within 48 hours of meeting conclusion.