Team Meeting Minutes
Date: October 7, 2008
Location: Common Grounds coffee shop

1:30
Meeting Begins
• Members Present (in EP 324)
  o Tess Howell
  o Ken Bean
  o Sohana Khanal
  o Yanko Kranov (briefly)

1:35
Developed questions for Autoliv trip
• See document on website for detailed list of questions
  o Everyone gave input of questions to ask

1:45
Brainstormed flow chart ideas/layout
• 3 “steps”
  o 1: defining cleanliness
  o 2: analyzing weld
  o 3: proposing wash process
• Will type up in word
• Will have more detailed ideas after Autoliv tour

2:00
To complete
• Webpage
  o Attach link to Autoliv logo
  o Meet the team
    ▪ Change to 3rd person
  o UI Home page
    ▪ Change name of link to clarify UI not clean weld
  o Add a counter
• Print SEM images for tour
• Email Yanko Optical images
  o He’ll print these to take on tour