**Agenda for MATE-120-01 Maxine Lewis Team Meeting**

Date: February 13, 2012

Location: Engineering IV (Building 192), Room 204

Duration: 8:10 A.M. – 9:00 A.M. (50 Minutes)

Instructors: Rob Carter and Lynne Slivovsky

Team Site: Maxine Lewis Memorial Homeless Shelter

Team Members: Clincy Cheung, Joseph Dei Rossi, Daniel Gross, Thomas Kilkenny, McKenzie Kirkpatrick, Wyatt Levy, Jonathan Mintz, Javal Patel, and Tyler Schelling

* Meeting Objectives
  + We will establish the current status of the solar water heater project and the service project.
  + We will discuss the possible solutions to our projects’ current problems.
* Agenda
  + Introductions [Clincy – 1:00]
  + Solar Water Heater (Handwashing Station) (8:10 A.M. – 8:30 A.M.)
    - Report on our current possessions [Thomas – 3:00].
    - Report on the past week’s Home Depot trip [Wyatt – 1:00].
    - Note the status of our expense report [Javal – 1:00].
    - Discuss the building schedule (Dedicated Building Day – 2/17) [McKenzie – 5:00].
    - Discuss possible testing [Jonathan – 2:00].
  + Service Project (Homeless Shelter) (8:30 A.M. – 9:00 A.M.)
    - Discuss current ideas for project [Daniel – 2:00]
    - Report on our contact with shelter management (Della) [Tyler – 5:00].
    - Report on amount of service hours logged (0, lol) [Joey – 3:00].
    - Discuss future plans for working at the shelter [Group Discussion – 10:00].