Project Meeting 1

**Title:** Kickoff Meeting with Instructor  
**Meeting Time:** 1900 hrs 23rd August 2007  
**Purpose:** General Orientation for Capstone Project  
**Location:** D236  
**Date of Notes:** 25th August 2007  
**Prepared by:** Srividya Subbiah

**Attendees:**  
Team members:  
Shital Parikh  
Srividya Subbiah  
Pareddy Karunakar Reddy  
Sandeep Chavva  
Instructor: Dr. Kwok-Bun Yue

**Distribution:**  
Shital Parikh  
Srividya Subbiah  
Pareddy Karunakar Reddy  
Sandeep Chavva  
Project website  
http://dcm.cl.uh.edu/cap683807fagp6/

**Meeting Minutes:**
1. Course syllabus, course policies and the overview of the Capstone was discussed.  
2. Things to be done in the first mentor meeting was discussed.  
3. Dr. Yue advised us that a list of questions and an architecture diagram would be a good start for the first mentor meeting.  
4. Critical tasks to be done for the first three weeks was identified.

**Action Items:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
<th>Due Date or Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shital Parikh</td>
<td>08/30/2007</td>
<td>Scheduling the first mentor meeting</td>
</tr>
<tr>
<td>2</td>
<td>All</td>
<td>Prior to 1st Mentor Meeting</td>
<td>Preparation of Questions</td>
</tr>
<tr>
<td>3</td>
<td>Shital Parikh</td>
<td>08/30/2007</td>
<td>Preparation of Documents</td>
</tr>
<tr>
<td>4</td>
<td>Srividya Subbiah; Sandeep Chavva; Pareddy Karunakar Reddy</td>
<td></td>
<td>Coordination and Communication.</td>
</tr>
</tbody>
</table>