

**University of Ontario Institute of Technology**

**GROUP #1**

**AGENDA**

**Friday, October 15, 2004**

**5:00 – 5:30 p.m.**

**Room UB2080**

- I. Call to Order**
- II. Welcome**
- III. Overview of Problem Solving Project**
- IV. Discussion of Objectives**
  - a) Breakdown of main requirements for project**
  - b) Division of workload**
  - c) Discussion of ideas for new team name**
- V. Proposal of Timeline**
  - a) For individual study of literature provided by Dr. Waller**
  - b) For individual preliminary research and assessment of problem solving project**
  - c) For next meeting**
- VI. Questions and Comments**
- VII. Gathering Contact Information from Team Members**
- VIII. Consensus to adjourn**

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**MINUTES**

**Friday, October 15, 2004**

**Members Present:** Ross E. Lewis (Manager), Stavros Corbett (Asst. Manager), Ali Andrew, Leo Fortey, Jennifer Suddard, Bruno Torcia

**I. Call to Order**

**II. Welcome**

Ross E. Lewis, Manager, welcomed all team members

**III. Overview of Problem Solving Project**

Ross E. Lewis, Manager, briefly outlined the Problem Solving Project.

**IV. Discussion of Objectives**

**a) Breakdown of main requirements for project**

Brainstorming by team members of main requirements needed for successful completion of project. Problem solving tools (Fishbone Diagrams, K.T. Analysis, Duncker Diagrams) briefly discussed. It was agreed that team members would submit further ideas online.

**b) Division of workload**

It was agreed that Ross E. Lewis, Manager, be appointed to divide the workload among the team members.

**c) Discussion of ideas for new team name**

A new team name was not selected. It was agreed that further ideas could be submitted online and that the decision for the new team name would be determined by a majority vote among team members.

**V. Proposal of Timeline**

**a) For individual study of literature provided by Dr. Waller**

It was agreed that all team members would study the literature provided by Dr. Waller by Saturday, October 16, 2004.

**b) For individual preliminary research and assessment of problem solving project**

It was agreed that individual preliminary research and assessment of problem solving project would be completed by team members by Sunday, October 17, 2004. Any research or assessment submissions would be submitted online.

**c) For next meeting**

It was agreed among all team members that the next meeting would be via MSN messenger on Monday, October 18th, 2004.

**VI. Questions and Comments**

It was agreed among all team members that questions and comments were to be submitted online.

**VII. Gathering Contact Information from Team Members**

E-mail addresses of all team members were provided.

**VIII. Consensus to adjourn at 5:30 p.m.**