

Criterion 4 Meeting Minutes

Tuesday, Nov. 6, 2007

In Attendance: Lori Garrett, Tammy Howard, Chris Martin, Larry Korte, John Hoagland, Al Bello

Absent: Carla Boyd, Chuck Hantz, Janet Ingargiola, Lyle Hicks, Scott Heatherton

1. Al reviewed the Criterion 4 Table of Contents as to how the team should be using it as its guide for writing the respective narrative drafts for each subcomponent.
2. Chris Martin was reassigned to subcomponent 4b to better balance the Team's workload.
3. Al again reiterated that Feb. 1st is the due date for the Team's draft narrative, so it is imperative that the subcomponent teams accelerate their non-narrative writing so that they may submit it to Lori as quickly as possible..
4. Lori stated that she did not want to have to be writing narrative during the holiday break.
5. Meeting adjourned at 4:30, next meeting Tuesday Nov. 20th at 3:30 in MMC 024.