# Meeting Notes

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| **Project Status Meeting**  November 12, 2008  10:00 – 11:00 A.M. | **Location:** The Bean Conference Room |

**Attendees:** Russ Unger**, ,** Brad Simpson**,** Christine Mortensen**,** Jonathan Ashton, Chris Miller

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| **Topic** | **Notes** |
| Welcome | 1. Review current status from disciplines 2. Discuss outstanding issues 3. Prioritize and plan next steps |
| Research Update | 1. Research in-progress, 50% complete 2. In-person research underway 3. Scheduling facilities in the Midwest for next week |
| Graphic Design Update | 1. Defined color scheme 2. Iconography created and ready for review |
| SEO Update | 1. Keyword study complete 2. Content analysis 25% complete |
| Parking Lot | 1. Chapter outline complete & sent to publisher 2. Assigned chapter due dates 3. Implementing publisher templates for chapters |
| Next Steps | 1. Russ: Next status meeting scheduled for November 19 at 10 A.M. 2. Carolyn: Complete next 25% of research in Midwest 3. Brad & Christine: Graphic Design to comp book covers 4. Jonathan: Complete next 25% of content analysis 5. Russ & Carolyn: Keep writing—faster! Chapters due 11/2 6. Chris: Chapters reviewed within 24 hours of receipt |