# Meeting Notes

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| **Project Status Meeting**November 12, 200810:00 – 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
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| Research Update | 1. Research in-progress, 50% complete
2. In-person research underway
3. Scheduling facilities in the Midwest for next week
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| Graphic Design Update | 1. Defined color scheme
2. Iconography created and ready for review
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| SEO Update | 1. Keyword study complete
2. Content analysis 25% complete
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| Parking Lot | 1. Chapter outline complete & sent to publisher
2. Assigned chapter due dates
3. Implementing publisher templates for chapters
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| 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
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