Memorandum

To: R.M. Schafer

From: Smart Windows

Date: April 8, 2010

Subject: Smart Windows Minutes

1.) Bill of Materials
    a. Our format is fine
    b. Combine the list sorted by part number
        i.   Get rid of non-digikey parts
    c. Use stocked parts list on the wiki
        i.   Plus a few stocked parts not on the list
        ii. Molex connectors are not stocked parts
        iii. DC inputs are stocked parts
        iv. Order NiMH batteries
2.) Solar Shades
    a. Will does not need to pay for the project
    b. Just give him our circuit board when we finish
3.) Proposed projects
    a. Discuss window mounting and demonstration issues this week
    b. David and Andy – finish software
    c. Tommy and Kelley – Assemble and test boards
        i.   All of us work of the first board together
4.) Team Photo…
    a. … delayed again!