

**MSFT Meeting Minutes**  
**October 3<sup>rd</sup> 2016**  
**The First Monday of each month from 8:00am – 9:00am**

Member Present: Andrew Groom/Chair, Virgil Adams, Alexa Gonzalez, Samuel Martinez, Dhruv Pandya, Stephanie Soriano, Dale Velador

Member absent: Shawna Brown

Pubic: Dianne Wei

8:05AM Meeting called to order.

Agenda –

*Motion to Approve: Andrew*

*1<sup>st</sup>: Samuel, 2<sup>nd</sup> --- Dhruv*

*All --- Approved*

Approval of Minutes from 09/12

*Motion to Approve:*

*Andrew*

*1<sup>st</sup>: Virgil, 2<sup>nd</sup>: Samuel*

*All --- Approved*

This October meeting was a brief one which covered the following:

- Absences of MSFT Committee members and replacement member
- Vacant MSFT Committee faculty which would be filled by the time the committee meets again in Spring
- Once MSFT resumes the 2017-2018 submissions should be ready for review

MSFT Committee To Meet February 6<sup>th</sup>, Monday:

Motion to Approve: Andrew

*1<sup>st</sup>: Virgil, 2<sup>nd</sup>: Dhruv*

*All --- Approved*

8:30AM Meeting Adjourned