

MEETING MINUTES

Topic: First Meeting for Team 19

Tuesday, September 6, 2016

4:00 pm – 4:45 pm

Minutes recorded by K. Zoe Lucke

Meeting called by Instructor David Trevas

Attendees: Fahad Alajmi, Matthew Palmer, Basem Alghamdi, K. Zoe Lucke, and Alex Lawson

Please bring: pen and paper

Table 1. Record of meeting.

4:00 pm to 4:15 pm	Gather and Begin Meeting <ul style="list-style-type: none">• Receive instructions from instructor• Exchange contact information (see Table 3)	Dub Bois Center Rm 19
4:15 pm to 4:30 pm	Discussion of Team's availability <ul style="list-style-type: none">• Discuss availability for team members• Decide a time everyone is available to meet, when needed, outside of the Tuesday 4-6:30 pm time<ul style="list-style-type: none">◦ Designated time: Wednesdays at 5:30• Assign initial individual jobs and responsibilities (see Table 3)	Dub Bois Center Rm 19
4:30 pm to end	Plan for next meeting <ul style="list-style-type: none">• Check upcoming deadlines<ul style="list-style-type: none">◦ Note: Background Report due Monday 9/26• Discuss agenda for next meeting:<ul style="list-style-type: none">◦ Make Gantt chart◦ Discuss Presentation 1 and Background Report• Before next meeting:<ul style="list-style-type: none">◦ Start group communication via instant message and shared google document◦ Contact client	Dub Bois Center Rm 19

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Start group communication via instant message	Fahad Alajmi	9/13/16	
Start group communication via shared google document	Alex Lawson	9/13/16	

Make initial contact with client via email	Fahad Alajmi	9/9/16	
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Table 3. Team Contact Information and Positions.

Name	E-Mail	Phone Number	Position
Fahad Alajmi	Faa249@nau.edu	(208) 891 0249	Primary Client Contact
Matthew Palmer	Mjp356@nau.edu	(602) 751 6038	Budget Manager
Basem Alghamdi	Bsa52@nau.edu	(928) 707 2851	Web Master
K. Zoe Lucke	Kl843@nau.edu	(509) 528 8010	Secretary/Document Keeper
Alex Lawson	Apl58@nau.edu	(480) 466 6686	Team Manager

Next formal meeting: 9/13/16, room 19, Dub Bois Center, at 4:00pm.