

MEETING MINUTES

Topic: Capstone Northrop Grumman Handling Arm

Monday, 9/10/2018

6:30-8:00pm

Minutes recorded by: Rayne Dobson

Meeting called by: Savannah Hillebrand

Attendees: Sami Scarcello, Savannah Hillebrand, Rayne Dobson, David McNealy, Tyler Schafer, and Keven Benevante

Please bring: Laptops

Table 1. Record of meeting.

6:30 pm to 6:45 pm	Review of Last Meeting <ul style="list-style-type: none">List out upcoming assignments (first presentation)Still no follow up from client (will contact again by end day)	Room 323
6:45 pm to 7:15 pm	Go over Team Charter <ul style="list-style-type: none">Discuss team purpose/goals (edited for wording)Ground rules/potential barriers compiled into single paragraphComplete signature page	Room 323
7:15 pm to 7:30 pm	Plan for next meeting <ul style="list-style-type: none">Finalize Team CharterCreate a Gantt Chart for Project ManagementPlan meeting time with clientFinalize next meeting and location	Room 323

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Add to Team Goals section of Team Charter	Everyone	9/10/18	9/10/18
Add to Team Member Personalities of Team Charter	Everyone	9/10/18	9/10/18
Add to Potential Barriers of Team Charter	Everyone	9/10/18	9/10/18

Reserve Room 323 for Monday meetings	Rayne	9/10/18	9/10/18
Finish/Uploading Meeting Minutes for 9/10/18	Rayne	9/12/18	
Inquire about Preliminary Report/Charter Formatting	Everyone	9/12/18	
Upload Preliminary Report Template into Google Drive	Rayne	9/13/18	
Start Working on Preliminary Report	Everyone	9/19/18	
Create Skeleton Website	Keven	9/19/18	

Next formal meeting: 9/12/2018, room 314, Engineering Building, at 5:30pm.