

MEETING MINUTES

Topic: Capstone Northrop Grumman Handling Arm

Wednesday, 9/12/2018

Room 314, Engineering Building

6:10pm-7:00pm

Minutes recorded by: Sami Scarcello

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.

6:10 pm to 6:50 pm	Finalize Team Charter <ul style="list-style-type: none">● Ask Profession Oman about formatting● Separate ground rules paragraph into two● Add more to potential barriers Start on Presentation <ul style="list-style-type: none">● Create presentation skeleton on Google Slides● Assign roles for each requirement● Discuss deadlines for presentation● Come up with questions for Steven about customer requirements	Room 314
6:50 pm to 7:00 pm	Plan for next meeting <ul style="list-style-type: none">● Finalize Presentation● Practice Presentation	Room 314

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Finish/Uploading Meeting Minutes for 9/10/18	Rayne	9/12/18	9/10/18
Inquire about Preliminary Report/Charter Formatting	Everyone	9/12/18	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	
Finish/Upload Meeting Minutes for meetings on 9/12/18	Rayne, Sami	9/12/18	
Upload finalized Team Charter	Rayne	9/12/18	
Create and Finalize Gantt Chart	Keven	9/17/18	
Finish rough draft of presentation	Everyone	9/17/18	

Next formal meeting: 9/17/2018, room 323, Engineering Building, at 6:30pm.