

MEETING MINUTES

Topic: Capstone Northrop Grumman Handling Arm

Monday, 9/24/2018

Room 323, Engineering Building

6:30pm-7:30pm

Minutes recorded by: Rayne Dobson

Meeting called by: Savannah Hillebrand

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

Please bring: Laptops

Table 1. Record of meeting.

6:30 pm to 6:35 pm	Review of Last Meeting <ul style="list-style-type: none">Review success on first presentation	Room 323
6:45 pm to 7:15 pm	Review of Website <ul style="list-style-type: none">Walkthrough of tabsAssigned task to complete bio section for each teammate	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
Start Working on Preliminary Report	Everyone	9/19/18	9/19/18
Create Skeleton Website	Keven	9/19/18	9/19/18
Send first presentation to client	David	9/24/18	

Update Sami on missed meeting	Savannah	9/24/18	
Complete bio section on Website (individual) (Google Doc)	Everyone	9/26/18	
Complete project information section on website	Keven	9/26/18	
Produce 3 ideas per member to give to Client meeting (w/ materials/components and rough cost)	Everyone	9/26/18	
Break up budget into categories for Client meeting	Tyler	9/26/18	
(Optional) Put resume in Google drive for website	Everyone	9/26/18	
Complete rough copy of Preliminary report	Everyone	10/1/18	

Next formal meeting: 9/26/2018, room 314, Engineering Building, at 5:30pm.