

MEETING MINUTES

Topic: Capstone Northrop Grumman Handling Arm

Wednesday, 9/5/2018

6:00-7:30pm

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.

6:00pm to 6:10pm	Introductions <ul style="list-style-type: none">● Introduce each other to everyone● Provide phone numbers and emails for group messaging● Create group message	Room 314
6:10 pm to 7:15 pm	Go over Team Charter <ul style="list-style-type: none">● Discuss availability● Contact Client● Discuss Ground Rules● Set individual deadlines for other sections of Team Charter	Room 314
7:15 pm to 7:30 pm	Plan for next meeting <ul style="list-style-type: none">● Complete Team Charter● Create a Gantt Chart for Project Management● Plan meeting time with client● Finalize next meeting and location	Room 314

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 Meeting Minutes for today's meeting	Sami	9/9/18	9/5/18

Next formal meeting: 9/10/2018, room 102, Engineering Building, at 6:30pm.