

## 1<sup>st</sup> meeting minutes 9/05/2018

### Class announcements:

- More on project description as well as information on team charter
- Content, due date, and quality of team charter were announced

### Group individual:

- Began work on team charter and discussed project responsibilities
- Discussed team roles for Capstone
  - Felicity-Team Manager
  - Allison-Budget Manager
  - Antoinette- Document Manager and note taker
  - Janelle- Website designer
- Personalities and work habits were discussed
- Team charter is about halfway complete
- Future:
  - Plans to meet in order to finish team charter by due date
  - Plans to arrange a meeting on Monday with Dr. Winfree