

Time: ~5:30 PM

Date: 9/10/2018

Subject: First Meeting

Present: Alivia, Ahmad, Nahar, Amy, Abdul

Recorded by: Amy

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First Priority: Team Charter and "Roles"

- Project Manager: Amy
- Client Contact (Trevas): TBD
- Document Manager (text, CAD, code): Nahar
- Website Developer: Alivia
- Budget Liaison: TBD
- Equipment Keeper: Angelo

In meetings:

- Come up with weekly tasks
- Check progress
- Take minutes
- Write non-technical executive summaries
- SMART Goals; Specific, Measurable, Attainable, Relevant, Time-based

Competition Layout:

- 2 minute run
- 8 minute reset
- 2 minute run

CN's:

- person involved
- self-resetting
- using previous steps (~10 made)
- followability
- prioritize fun and exciting
- 2 minute max
- entertaining
- no interventions

TO DO:

- reserve room
- team charter (due Fri@midnight)
- staff&client meeting