

MEETING AGENDA

Topic: ME476 Team Kickoff

Monday, September 10, 2018

Meeting called by:

Attendees: Michael Broyles, Ethan Smith, Brandon Beaumont, Jonathan Hernandez, Nathan Zufelt

Please bring: Laptop, Notebook

Location: Engineering Computer Lab

Objective:

Create a team charter that can be used throughout the capstone semesters. The team charter will define the roles given to each member of the team and the guidelines for the project to be successful in working as a team.

Notes:

Professor Trevas is the main stakeholder, SAE will also be a stakeholder in this project. There may be additional stakeholders identified during the project.

The team is going to create a onedrive folder in which the team can work on shared documents at the same time. Nathan has taken on the task to create this folder.

The team decided to take a personality test from 16personalities.com to understand the group compatibility. Results are documented in the team charter.

Team members need to bring laptop chargers for the next meeting and meetings hereafter. Several computers died during the meeting.

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| 5:15 | Team Charter - | Engineering Room # |
| 5:30 | Task Details | Engineering Room # |

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| Remaining minutes | Plan for next meeting | Engineering Room # |
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