**Team Meeting**

9/12/2018

8:05pm -8:15 pm

Present:

Steve, Nathaniel, Travis, Corey

Discussion:

Travis took time to share with us how his meeting with sponsor Jim corning went. We got our first look at what Jim was thinking and the direction that he is thinking of going in. We discussed potential customer requirements for our team charter. Jim handed the team four brochures containing vital information about the project. It included customer requirements, engineering requirements, a basic layout of the pre-existing design and a general direction Jim wants the team to go in.

Moving Forward:

We need to prepare questions and read the brochure that Jim gave us for our future meeting. We need to finish and submit team charter.