

MEETING MINUTES

Topic: Introductions

Date, Time, Location: 05 September 2018, 6:30 PM, Engineering Rm. 314

Minutes Recorded By: Casi Garcia

Attendees: Husain Alsaffar, Casi Garcia, Derek Pacheco, Nicholas Schulz

Table 1. Record of Meeting.

Time	Topics Discussed
6:30 PM	Introductions <ul style="list-style-type: none">- Casi Garcia- Nicholas Schulz- Derek Pacheco- Husain Alsaffar Discussed courses of this semester Super excited for project
6:45 PM	Outlined Team Charter <ul style="list-style-type: none">- Determined roles<ol style="list-style-type: none">1. Project Manager: Casi2. Secretary/Document Manager: Nick3. Website Design, Client Contact: Derek4. Budget Liaison: Husain- Discussed Strengths/Weaknesses<ol style="list-style-type: none">1. Mathematics, organization / conceptual design2. Writing, conceptual thinker / organization3. Manufacturing, SolidWorks / procrastination4. Hands on / higher mathematics
7:15 PM	Meeting with client, Dr. Oman <ul style="list-style-type: none">- Open ended design, we propose to her the scope- Stakeholders: mechanical engineering department (students and faculty), engineering department (students and faculty), visitors- Interactive, not necessarily self-sustaining
7:30 PM (END)	Summarized Meeting <ul style="list-style-type: none">- Next meeting date: 09/10/18

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date
Research 3/4 Articles	Team	09/10/18
Team Charter	Nick	09/10/18