

MEETING MINUTES

Topic: Meeting 1 - Intro Meeting and Team Charter

Friday, September 7, 2018 - 10:30 am - 1:00 pm

Location: MEP Lounge

Minutes recorded by: Braden Weiler

Meeting called by: James Seganti

Attendees: Damian Lumm, Angel Montiel, Caleb Hatcher, James Seganti, Braden Weiler

Executive Summary:

For this meeting, our team began discussing our plan for the semester and worked on the team charter. We started by discussing how we wanted to handle our budget for the competition registration fees. After that we talked about when we could meet with our client, Dr. Tester, so we could email him times that would work for us. For the majority of the meeting, we worked on the team charter to ensure our rules, strategies, goals, and responsibilities were laid out for the project. The last part of the meeting we emailed the Flagstaff Flyers to set up a time that we could introduce ourselves and see what opportunities they have for us.

Table 1. Record of meeting.

10:30 am to 10:45 am	Introductions <ul style="list-style-type: none">● Discussed each section of the team charter and how to handle the budget for registration fees● Discussed times that we could meet with Dr. Tester for our initial client meeting
10:45 am to 12:45 pm	Capstone Work <ul style="list-style-type: none">● Wrote out the Team Charter as a team by separating it into different sections● Contact Dr. Tester for a meeting to discuss the rules of the competition and get advice for how to handle the project overall● Email Flagstaff Flyers to see if they can help us in any way throughout the course of the project
12:45 pm to 1:00 pm	Plan for next meeting <ul style="list-style-type: none">● Monday, September 10, 2018● Pending meeting with Dr. Tester● Do some individual research to begin compiling information for the background presentation

Next formal meeting: September 10, 2018, Capstone Room, Engineering Building, at 10:30 am