

Team Meeting Agenda

Location: ME Capstone Room (EGR 108)

Time: 2:05-4:00pm

Materials: Laptop, Note taking material, current progress of individual analyses

Abstract: Weekly Team Meeting

Introduction:

- Address any comments or concerns
- Address Report Quality
- Revise Team Charter

Individual Analyses:

- Each person update the team on their current progress on the individual analysis
 - Have concrete details
 - Plan of attack for the next week

Conclusions:

- Questions???
- GET SHOP TRAINING
- Ask questions on slack
- Communication is key