

MEETING MINUTES 1

Topic: Meeting 1 – Meeting 1 Test team A

Monday, September 18, 2017 - 5:30pm - 7:30pm

Minutes recorded by Devon

Meeting called by Kory

Attendees: Kory, Devon, Evan, Aaron, Qian, Soud

Please bring:

1. Attitude
2. Work updates

Executive Summary

For this meeting the team received updates from the leads meeting. We then talked about the work that needs to be done for the class this semester. The last thing that we did during the meeting was met with test team B and discuss all of the components that each person was going to work on throughout the semester and who was going to help with each of the tasks. We then talked about what assignments and when they were due.

Table 1. Record of meeting

5:30 pm-5:45pm	Leads Updates <ol style="list-style-type: none">1. Everyone meet with Willy on decisions, get books/ turbine2. Need decision on generator3. Motor testing week 64. Report CWC section 45. CWC dead line Appendix D
5:45pm-6:00pm	Capstone Work <ol style="list-style-type: none">1. Meeting minutes2. Work week outline3. Capstone project deadlines<ul style="list-style-type: none">- Gant chart, QFD due Friday 22 September 2017- Start House of Quality- Read chapter 6 for quiz- Preliminary report next week
6:00pm-7:30pm	WBS test B <ol style="list-style-type: none">1. Team component breakdown2. Assignments/due dates