

Memorandum

To: Sarah Oman
From: CWC 2018 – Test Team B
Date: 10/11/2017
Subject: Meeting Minutes

Meeting Minutes

Topic: Scheduling and Project Management

Meeting Date: Wednesday October 11, 2017
5:30 pm – 7:30pm

Minutes recorded by: Alex Dahlmann

Meeting called by: Tristan Scott

Attendees: Jacob Peterson, Dakota Sallaway, Spencer McMahon, Yousef Alali, Benjamin Macleod, Alex Dahlmann

Announcements:

Analytical Analysis 1 Team memo: Finish tonight!

DOE Conference call Tues. October 17th at 9am to 10am

Table 1. Record of meeting.

5:30pm to 6:00pm	Announcements and meeting introduction <ul style="list-style-type: none">• Discussed assignments due• Reviewed action items from last meeting• Discussed information from leads meeting regarding team research	Rm 235
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6:00pm to 7:30pm	Team Discussed Preliminary Report <ul style="list-style-type: none"> • Revised answers for different sections • Revised grammar for different sections • Checked validity and dispersed further work to the team 	Rm 235
	Discussion of future team direction <ul style="list-style-type: none"> • Determined who will be team leader and logger for minutes at the next meeting. • The team discussed what is expected from them for the next meeting 	

Table 2. Action Items.

Task	Person Assigned	Due Date	
Revise Preliminary Report Section: 3	Spencer	10/13/17	
Revise Preliminary Report Section: 3, Yaramasu meeting	Tristan	10/13/17	
Meet with Willy about voltage regulations, Revise Preliminary Report Section: 4	Yousef	10/13/17	
Revise Preliminary Report Section: 6/ References	Dakota	10/13/17	
Revise Preliminary Report Section: 4, Contact Joshua Danny	Jacob	10/13/17	
Format/create memo for team analysis memo, Revise Preliminary Report Section: 5, Yaramasu meeting	Alex	10/13/17	
Meet with Willy about voltage regulations, Revise Preliminary Report grammar	Ben	10/13/17	

Next formal meeting: Monday October 16, 2017