

Goniometer Team C1

Meeting Minutes

September 7, 2017

I. Call to order

Grant Borchert called to order the regular meeting of the Goniometer team at 2:15 on September 7, 2017 at the Dub.

II. Roll call

Alma Palacios conducted a roll call. The following persons were present: Grant Borchert, Christopher Kornowski, Jackson Reynolds, Jeremy Wang.

III. Approval of minutes from last meeting

Alma Palacios read the minutes from the last meeting. The minutes were approved as read.

IV. Open issues

- a) Team Charter was to be compiled on google docs and submitted before the due date by Grant. The stakeholders for the project are the patients at FMC and the Personal trainers. The Team charter was written as a team during the meeting.
- b) Assigned Team roles to each member.
 - Project Manager: Grant Borchert
 - Secretary: Alma Palacios
 - Client contact: Jackson Reynolds
 - Budget Liaison: Jeremy Wang
 - Website developer: Chris Kornowski
- c) [Open issue/summary of discussion]

V. New business

- a) Team ground rules and expectations for each team member were talked about and discussed.

- b) Set team meeting times for the rest of this semester. Tuesdays and Thursdays after 2 pm are the designated team meeting time unless otherwise needed or not needed.

VI. Adjournment

Grant Borchert adjourned the meeting at 3:30.

Minutes submitted by: Alma Palacios

Minutes approved by: Grant Borchert