**Gore Bio-Electric Team Meeting – September 6, 2017**

**Meeting started at 1:00 pm**

**Members Present**

Tim O’Rourke

Bray Moll

Diego Garcia

Andrew Mullen

**Members Not Present**

None

**Team Charter Discussion**

**Team Purpose**

Each team member participated in the discussion of what the team purpose is for the semester

**Team Goals**

Each team member discussed the goals for the team throughout the semester. An A level effort was agreed upon by all team members

**Defined Roles**

Each team member voiced their preferred administrative roles. A verbal agreement was made to define Tim O’Rourke as project manager, Diego Garcia as the client contact and website developer, Andrew Mullen as the Budget Liaison and Bray Moll as the Secretary/ Document manager.

**Ground Rules**

The ground rules were discussed and agreed upon. These include a 1:00-2:00 weekly meeting time on Mondays, acceptable behavior in case of an absence, and a procedure for conflict resolution.

**Future Business**

**Action items before the September 11 Meeting**

* September 11 meeting agenda: Tim O’Rourke
* September 6 meeting minutes: Bray Moll
* Background Research: All team members

**Meeting Adjourned at 9:00 pm.**

Meeting minutes Prepared by Bray Moll