

MEETING MINUTES

Topic: Report Corrections

Wednesday, October 10, 2017

5:00pm – 8:00pm

Minutes recorded by Brandon Cook

Meeting called by Joshua Smith

Attendees: Joshua Smith, Brandon Cook, Miriam Deschine, Dan Edmonds

Please bring: Laptops, 2 Copies of Report

Executive Summary:

This meeting was called to discuss the progress that has been completed by members of the team and to review the preliminary report in a way that Dr. Oman will grade it. The team is on track this far with their action items. The process of reviewing the report began by dividing the report into 4 sections so that each member could grade at the same time. Once all members of the team finished reviewing their section, the report was rotated until each member of the team had reviewed the entire report. The remainder of this meeting was spent discussing items that need to be completed by the next meeting. Some of these items include the individual analysis, the team website, and a memo summarizing the review of the preliminary report.

Table 1. Record of meeting.

5:00pm to 5:30pm	Meeting Overview <ul style="list-style-type: none">• The meeting began by team members discussing their progress on action items from last week.• All action items were completed, with the exception of the website.• Dan will have the website launched by the due date this Friday, October 13th.	Engineering RM 307
5:30pm to 7:45pm	Report Corrections <ul style="list-style-type: none">• The team divided the report into four sections and each person took a section to grade for spelling and grammar as well as make note of missing information based on the rubric• After each member finished reviewing their section, they traded until each member had looked through the entire report•	Engineering RM 307
7:45pm to end	Plan for next meeting <ul style="list-style-type: none">• The next meeting will be held Tuesday at 6:00pm in the Engineering building• We will be meeting to discuss progress on action items, and analysis progress	Engineering RM 307

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Meeting Minutes	Brandon Cook	ASAP	
Individual descriptions for website	Miriam Deschine Josh Smith Brandon Cook Dan Edmonds	10/12/17	
Launch website	Dan Edmonds	10/13/17	
Make corrections to prelim Report based on team grading	Brandon Cook	10/17/17	
Peer Evaluations	Miriam Deschine Josh Smith Brandon Cook Dan Edmonds	10/13/17	
Submit memo for Prelim Report changes	Josh Smith	10/13/17	
Email Steven weekly update	Josh Smith	10/13/17	
Work on Individual Analysis	Miriam Deschine Josh Smith Brandon Cook Dan Edmonds	10/20/17	

Next formal meeting: 10/17/17, Engineering, at 6:00pm.