

MEETING MINUTES

Topic: First Client Contact

Friday, September 15, 2017

12:30 pm – 2:00pm

Minutes recorded by Brandon Cook

Meeting called by Joshua Smith

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

Please bring: Questions for client

Table 1. Record of meeting.

12:30 pm to 1:00 pm	Preparation for conference call <ul style="list-style-type: none">• Discussion led by Joshua Smith• Outline of teams questions for client compiled by Joshua Smith• Brandon Cook found Conference call code	Cline Rm 290
1:00 pm to 1:30 pm	Conference Call <ul style="list-style-type: none">• Team introduced themselves to Steven Hengl• Steven Hengl gave us more information and customer needs for our project• Team took turns asking Steven questions about the project criteria and constraints as well as a timeline for PDR, CDR, and other deadlines outside of class• Team took notes of important requirements and guidelines about the project• Steven asked us to plan a time of availability for a weekly conference call• Joshua asked for the best way to contact Steven during the week. Steven said emails are best and do not need to be super formal	Cline Rm 290
1:30 pm to end	Plan for next meeting <ul style="list-style-type: none">• The next meeting will be held at the Library at 7:00pm for those that can attend• Those confirmed attending: Brandon, Miriam, Dan, and Joshua.• The next meeting will be in regards to team Gantt Chart and customer/engineering requirements	Cline Rm 290

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Background Research	Joshua Smith, Brandon Cook, Dan Edmonds, Miriam Deschine	9/17/17	
Meeting Minutes	Brandon Cook	ASAP	
Email Steven Availability for Weekly Calls	Joshua Smith	ASAP	

Next formal meeting: 9/17/17, Cline Library, at 7:00pm.