MEETING MINUTES

Topic: Gantt Chart Overview

Sunday, September 17, 2017
7:00 pm – 8:00pm

Minutes recorded by _ Brandon Cook_

Meeting called by _ Joshua Smith_

Attendees: _Joshua Smith, Brandon Cook, Miriam Deschine, Dan Edmonds_

Please bring: _ Laptops, research_

Executive Summary:

This meeting was called to begin putting together a team Gantt chart. The team met in the Cline Library to accomplish this task. Josh introduced the team to Gantter, a Gantt chart developing tool. Each member of the team took charge of certain items to be done throughout this semester and compiled them onto Gantter. After the team understood how Gantter works, the meeting was brought to an end. Each team member agreed to contribute 30-60 minutes toward the completion of the Gantt chart before the next meeting along with various other tasks.

Table 1. Record of meeting.

7:00 pm to 7:40 pm	**Gantt Chart** • Discussion led by Joshua Smith • Everyone got access to Gantter to generate a Gantt chart together • Miriam looked up the staff/team meeting dates • Dan looked up large project milestones such as presentations and report submissions • Joshua looked up smaller tasks such as the black box model, customer requirements, and engineering requirements • Brandon helped Miriam set up dates due to issues with opening Gantter	Cline Library
7:40pm to end	**Plan for next meeting** • The next meeting will be held at the Engineering Building on September 19th for those who can attend • Those confirmed to attend: Brandon, Miriam, Dan, and Joshua • The next meeting will be in regard to Customer Needs and Engineering Requirements	Cline Library

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Background Research	Joshua Smith, Brandon Cook, Dan Edmonds, Miriam Deschine	9/19/17	
Meeting Minutes	Brandon Cook	ASAP	
Gantt Chart	Joshua Smith, Brandon Cook, Dan Edmonds, Miriam Deschine	9/19/17	
Brainstorm Engineering Requirements	Joshua Smith, Brandon Cook, Dan Edmonds, Miriam Deschine	9/19/17	

Next formal meeting: 9/19/17, Capstone Room, at 6:00pm.