

# MEETING MINUTES

## Topic: ME 476C Team Kickoff 1<sup>st</sup> Meeting

Date: Thursday, January 18, 2018

Time: 9:50 am – 10:50 am

Location: Engineering Building Rm 120

Minutes recorded by Michael Garelick

Meeting called by David Willy

Attendees: All Group Members

Table 1. Record of meeting.

<b>9:50 am to 10:20 am</b>	<b>Team Introductions and Information Exchange</b> <ul style="list-style-type: none"><li>• All team members introduced themselves by name:<ul style="list-style-type: none"><li>○ Keith Caton.</li><li>○ Cole Nielson.</li><li>○ Mark Frankenberg.</li><li>○ Michael Garelick.</li></ul></li><li>• All team members exchanged contact information:<ul style="list-style-type: none"><li>○ Email Addresses:<ul style="list-style-type: none"><li>▪ Keith: <a href="mailto:kac462@nau.edu">kac462@nau.edu</a>.</li><li>▪ Cole: <a href="mailto:ccnc53@nau.edu">ccnc53@nau.edu</a>.</li><li>▪ Mark: <a href="mailto:mef235@nau.edu">mef235@nau.edu</a>.</li><li>▪ Michael: <a href="mailto:amg833@nau.edu">amg833@nau.edu</a>.</li></ul></li><li>○ Phone numbers:<ul style="list-style-type: none"><li>▪ Keith: (480)766-8351.</li><li>▪ Cole: (760)696-2432.</li><li>▪ Mark: (562)212-3619.</li><li>▪ Michael: (480)272-3921.</li></ul></li></ul></li><li>• Cole started the group message. The main form of communication will be through group message.</li><li>• Michael started team shared Google Drive.</li></ul>	Room 120
<b>10:20 am to 10:40 am</b>	<b>Team Charter Walkthrough</b> <ul style="list-style-type: none"><li>• Keith led Team Charter discussion on tablet.</li><li>• All team members reviewed the roles in the Team Charter and chose based on skill sets:<ul style="list-style-type: none"><li>○ Keith: Web designer.</li><li>○ Cole: Client Contact.</li><li>○ Mark: Budget Liaison.</li><li>○ Michael: Secretary/Document/Project Manager.</li></ul></li><li>• Work should be distributed evenly. -Keith</li><li>• The team agreed on having an open discussion and come up with what the team agrees on.</li><li>• The goal of the team is to get an A on the project.</li></ul>	Room 120

	<ul style="list-style-type: none"> <li>• Potential barriers will occur from different views and final exams. Keith, Mark, and Michael have classes together.</li> <li>• Make sure to have constant communication between team members.</li> </ul>	
<b>10:40 am to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"> <li>• Before next meeting: All team members take the Meyers Briggs personality test and post results in Google Drive.</li> <li>• Finish putting together the Team Charter.</li> <li>• Before next meeting: Cole contact the client, Cornel Ciocanel, and have a meeting planned.</li> <li>• All team members work out some interview questions for the client.</li> </ul>	Room 120

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Team Charter: Project Manager section	Michael	1/23/18	
Team Charter: Team Purpose section	Keith	1/23/18	
Team Charter: Team Goals	Keith	1/23/18	
Team Charter: Team Member Personalities/Roles/Responsibilities	Michael	1/23/18	
Team Charter: Ground Rules	Cole	1/23/18	
Team Charter: Potential Barriers and Coping strategies	Mark	1/23/18	

**Next formal meeting: 1/23/18, room 120, Engineering Building, at 9:35 am.**

**Next members responsible for agenda: Michael Garelick.**

**and meeting minutes: Michael Garelick.**