

MEETING MINUTES

Topic: ME 476C Team Charter and Interview Questions

Date: Tuesday, January 23, 2018

Time: 9:35 am – 10:50 am

Location: Engineering Building Rm 112

Minutes recorded by Michael Garelick

Meeting called by Michael Garelick

Attendees: All Group Members

Table 1. Record of meeting.

9:35 am to 9:50 am	Establish What needs to be done and change location <ul style="list-style-type: none">All team members met in Engineering Building Room 120. Relocated to Room 112 to work in the Computer Lab.	Room 112
9:50 am to 10:30 am	Finish Team Charter <ul style="list-style-type: none">Keith led Team Charter discussion on tablet.All team members reviewed the roles in the Team Charter and chose based on skill sets:<ul style="list-style-type: none">Keith: Web designer.Cole: Client Contact.Mark: Budget Liaison.Michael: Secretary/Document/Project Manager.Work should be distributed evenly. -KeithThe team agreed on having an open discussion and come up with what the team agrees on.The goal of the team is to get an A on the project.Potential barriers will occur from different views and final exams. Keith, Mark, and Michael have classes together.Make sure to have constant communication between team members.	Room 112
10:30 am to 10:40 am	Work on Interview Questions <ul style="list-style-type: none">Before next meeting: All team members take the Meyers Briggs personality test and post results in Google Drive.Finish putting together the Team Charter.Before next meeting: Cole contact the client, Cornel Ciocanel, and have a meeting planned.All team members work out some interview questions for the client.	Room 112

10:40 am to end	Plan for next meeting	Room 112
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Team Charter: Project Manager section	Michael	1/23/18	1/23/18
Team Charter: Team Purpose section	Keith	1/23/18	1/23/18
Team Charter: Team Goals	Keith	1/23/18	1/23/18
Team Charter: Team Member Personalities/Roles/Responsibilities	Michael	1/23/18	1/23/18
Team Charter: Ground Rules	Cole	1/23/18	1/23/18
Team Charter: Potential Barriers and Coping strategies	Mark	1/23/18	1/23/18
Submit Team Charter	Keith	1/28/18	
Client Interview Questions	Cole	1/31/18	

Next formal meeting: 1/25/18, room 120,Engineering Building, at 10:15 am.
Next members responsible for agenda: Michael Garelick .
and meeting minutes: Michael Garelick .