

STAFF MEETING MINUTES

Topic: ME 476C First Staff Meeting

Date: Thursday, January 25, 2018

Time: 10:15 am – 10:35 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.

10:15 am to 10:20 am	“What have you completed since we last met?” <ul style="list-style-type: none">• Keith has been assigned the Web Designer tasks.<ul style="list-style-type: none">◦ Keith asked when he will have access to the capstone website.• Cole has been assigned the Client Contact tasks.<ul style="list-style-type: none">◦ Cole has scheduled the first Client Meeting for January 31, 2018 and the team has already listed some interview questions.• Mark has been assigned the Budget Liaison tasks.<ul style="list-style-type: none">◦ Mark has done some pricing research.• Michael has been assigned the Document and Project Manager tasks.<ul style="list-style-type: none">◦ Michael has been making the Meeting Minutes and Agenda.◦ He delegated the sections for the Team Charter.	Room 120
10:20 am to 10:25 am	“What are you currently working on?” <ul style="list-style-type: none">• Keith has been working on the Team Charter Team Purpose and Team Goals sections.• Cole has been working on the Ground Rules section.• Mark has been working on the Potential Barriers and Coping Strategies section.• Michael has been working on the Project Manager and Team Member Personalities/Roles/Responsibilities sections.	Room 120
10:25 am to 10:30 am	“What do you plan to do next?” <ul style="list-style-type: none">• Keith plans on getting the website started.• Cole plans on getting more information about the constraints of the project from the client.• Mark plans on asking the client about the budget for the project and estimating the cost.	Room 120

	<ul style="list-style-type: none"> Michael plans on transitioning the team to Presentation 1 and leading the completion of it. 	
10:30 am to end	Team Charter Revisions <ul style="list-style-type: none"> Willy looked over the Team Charter. No revisions were necessary. Keith submitted the Team Charter to BBlearn. 	Room 120

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Submit Team Charter	Keith	1/28/18	1/25/18
Client Interview Questions	Cole	1/31/18	

Next formal meeting: 1/31/18, in front of Dr. Ciocanel's office, Engineering Building, at 9:00 am.

Next members responsible for agenda: Michael Garelick .
and meeting minutes: Michael Garelick .