

MEETING AGENDA

Topic: ME 476C First Staff Meeting

Date: Thursday, January 25, 2018

Time: 10:15 am – 10:35 am

Location: Engineering Building Rm 120

Meeting called by: Michael Garelick (Designated Project Manager)

Attendees: (All Team Members)

Please bring: N/A

10:15 am - 10:20 am	Establish What needs to be done and change location	Room 120
10:20 am-10:10 am	Finish Team Charter <ul style="list-style-type: none">All team members will take this time to finish their assigned Team Charter tasks.Rules may be changed or clarified between team members.Michael will submit the final Team Charter if it is ready.	Room 120
10:10 am-10:30 am	Work on Interview Questions <ul style="list-style-type: none">Cole will explain what needs to be found out from the client, Cornel.<ul style="list-style-type: none">What does the team already know about the project based on the description? There are a lot of constraints listed already.What does the team need clarification on?How often will the team meet with the client?	Room 120
Remaining minutes	Plan for next meeting <ul style="list-style-type: none">Finalize the Interview Questions for Cornel.Start working on the first presentation. The interview will take place a week before presentation 1.	Room 120

Upcoming requirements:

1. Team Charter HW due. Submit on the Tuesday or Wednesday before it is due.
2. For the staff meeting, a sufficient amount of interview questions needs to be listed.
3. Presentation 1 is coming up (February 6 and 8). Establish what needs to be done.

Tasks to be completed prior to meeting:

Group Member	Task	Start Date
All members	Complete Team Charter	1/18/18
All members	Complete client Interview Questions	1/18/18
Cole	Set up meeting with client	1/18/18