

TEAM MEETING MINUTES

Topic: ME 476C Presentation 1 Preparation Meeting

Date: Thursday, February 1, 2018

Time: 9:35 am – 10:50 am

Location: Engineering Building Room 120 Office

Minutes recorded by Michael Garelick

Meeting called by Michael Garelick

Attendees: All Group Members

Table 1. Record of meeting.

9:35 am to 9:40 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.• Michael presented the February 1, 2018 Meeting Agenda.<ul style="list-style-type: none">○ The main task for the meeting: Presentation 1.	Room 120
9:40 am to 10:45 am	Work on Presentation 1 <ul style="list-style-type: none">• Cole worked on the formatting of the overall presentation.• Mark worked on the Project Description slide.• Cole worked on the background and benchmarking slides.• Keith worked on the Customer Requirements, Engineering Requirements, and the QFD slides.• Michael worked on the Scheduling and Gantt Chart slides.• Mark worked on the Budgeting slides.• All team members answered each others' questions as they arose.• The presentation was finished before the end of the meeting.<ul style="list-style-type: none">○ All team members practiced the presentation twice as a group.○ The Presentation 1 upload will wait until February 7, 2018 in case edits are necessary.	Room 112
10:45 am to end	Plan for Next Meeting <ul style="list-style-type: none">• There will be no meeting again before Presentation 1.<ul style="list-style-type: none">○ Communication through instant messaging is required for edits to Presentation 1.• Next meeting will be a Client Meeting.<ul style="list-style-type: none">○ Prepare a brief presentation for Dr. Ciocanel about what has been done so far.	Room 112

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Client Interview Questions	Cole	1/31/18	1/31/18
Presentation 1: Description slide	Mark	2/7/18	2/7/18
Presentation 1: Background slide	Cole	2/7/18	2/7/18
Presentation 1: Benchmarking slide	Cole	2/7/18	2/7/18
Presentation 1: Customer and Engineering Requirements slide	Keith	2/7/18	2/7/18
Presentation 1: QFD slide	Keith	2/7/18	2/7/18
Presentation 1: Schedule slide	Michael	2/7/18	2/7/18
Presentation 1: Gantt Chart slide	Michael	2/7/18	2/7/18
Presentation 1: Budget slide	Mark	2/7/18	2/7/18
Client Brief Presentation	All Members	2/14/18	

Next formal meeting: 2/14/18, In Front of Dr. Ciocanel's Office, Engineering Building, at 9:30 am.

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