

# MEETING AGENDA

## 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

Meeting called by: Michael Garelick (Designated Project Manager)

**Attendees:** (All Team Members)

**Please bring:** Meyers Briggs assessment results, Team Charter draft, interview questions so far.

<p><b>9:35 am - 9:50 am</b></p>	<p><b>Establish What needs to be done and change location</b></p> <ul style="list-style-type: none"> <li>• Team Charter due Thursday, January 25.             <ul style="list-style-type: none"> <li>○ Michael will assign sections to all members.</li> </ul> </li> <li>• Interview questions need to be developed more.             <ul style="list-style-type: none"> <li>○ Cole will lead discussion.</li> </ul> </li> <li>• To work on computers, the team members will vote on where to relocate for the duration of this meeting. Capstone room or Cafe</li> </ul>	<p>Room 120</p>
<p><b>9:50 am-10:10 am</b></p>	<p><b>Finish Team Charter</b></p> <ul style="list-style-type: none"> <li>• All team members will take this time to finish their assigned Team Charter tasks.</li> <li>• Rules may be changed or clarified between team members.</li> <li>• Michael will submit the final Team Charter if it is ready.</li> </ul>	
<p><b>10:10 am-10:30 am</b></p>	<p><b>Work on Interview Questions</b></p> <ul style="list-style-type: none"> <li>• Cole will explain what needs to be found out from the client, Cornel.             <ul style="list-style-type: none"> <li>○ What does the team already know about the project based on the description? There are a lot of constraints listed already.</li> <li>○ What does the team need clarification on?</li> <li>○ How often will the team meet with the client?</li> </ul> </li> </ul>	
<p><b>Remaining minutes</b></p>	<p><b>Plan for next meeting</b></p> <ul style="list-style-type: none"> <li>• Finalize the Interview Questions for Cornel.</li> <li>• Start working on the first presentation. The interview will take place a week before presentation 1.</li> </ul>	

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