

MEETING MINUTES

Topic: ME 476C Conceptual Generation and Evaluation

Date: Tuesday, February 20, 2018

Time: 9:35 am – 10:50 am

Location: Engineering Building Rm 108

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 108 to work in the Capstone Lab.Presentation 2 needs to be worked on:<ul style="list-style-type: none">	Room 108
9:50 am to 10:30 am	Finish Team Charter <ul style="list-style-type: none">Gallery method	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

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Presentation 2: Project Description	Mark	3/01/18	
Presentation 2: Black Box and Functional Model	Michael	2/22/18	
Presentation 2: Designs Considered	Keith	3/01/18	
Presentation 2: Design Selected	Cole	3/01/18	
Presentation 2: Updated Schedule	Michael	3/01/18	
Presentation 2: Updated budget	Mark	3/01/18	
Conceptual Design Report	All Members	3/04/18	

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.