

First official meeting

9-20-2017

Start: 5:41pm

End: 6:48pm

Attendance

Everyone was in attendance

General announcements

- The meeting for the client will be tomorrow at 3-4.
- Gannt chart and meeting minutes will be due this Friday.
- House of quality is due next class period.
- Be sure to read chapter 6 for the quiz that will be coming up.
- October 6th is the due date for the first preliminary report
- Meet with the TA before the report is due. We will do a rough draft of the preliminary report to show the for the meeting with the TA.

Individual reports of progress

Each member was asked to come up with a couple of questions to ask the client during the meeting. William wrote down the questions that will be asked for the client.

As a team, we all helped with creating a Gannt chart for the assignment.

Team Discussion

Talked about action items, started to discuss deliverables that each team member will need to accomplish for next assignments.

New Promises

Each member will read chapter 6, think of more questions to ask client.