

# Team meeting #1: 8am 1/22/2018

Absent: Andres Rodriguez

1. Project manager: Trenton Black

2. Team purpose:

incorporate a photo sensor as means of replacing a typical accelerometer to determine positioning and orientation, including the programming design and construction of the device.

Stakeholder: Michael Shafer

Expectations: Satisfy the requirements set forth in the prompt

3. GOALS

-quality: meets practical and production applications standards

-process: Aim to follow and perform the Engineering design process

-project: Complete a finished a product

-team performance: meet every week Monday 9am and review and complete course work 2 other times throughout the week.

-course grade: achieve an A in capstone

4. Team Member roles:

Trenton Black: Project Manager

Dakota V. Hanks: Website developer

Esmael Abdullah: Budgeter

Fahad Esmaeil: Client Contact

Andres Rodriguez: Secretary Document manager

5. Ground rules:

Meetings: Mondays 8am every week, and or Wednesday 9am as a secondary meeting day. Full attendance expected and required by the team.

Discussions: have people thoroughly explain their ideas to the group then the team minus the project manager will vote on it, in the case a tie the project manager will decide.

Enforcement: Constant communication to keep the team up to date and therefore responsible and accountable for upholding their part of the project as well as periodic peer evaluation.

Commitment: We expect everyone to perform the tasks and roles in which they have designated to their ability and regularly and punctually attend all team meetings.

6. Barriers and Coping strategies:

Barriers: Absent or late to team meetings, communication, making sure people ask questions early if they're confused. Unable to complete assignments and tasks because of lack of knowledge.

Coping strategies: weekly progress reports where each member confides in the group what they have done since the last meeting including struggles or difficulties they are having in which other member of the group will be able to assist.

7. Team Sign in agreeance