

MEETING MINUTES

Topic: Project Requirements

Tuesday, January 23, 2018

9:35 am – 11:00 am

Minutes recorded by Jacob Barker

Meeting called by _____

Attendees: Jacob Barker, Samm Metcalfe, Ahsley Shumaker

Please bring: Personality types and desired team roles

Table 1. Record of meeting.

| | | |
|------------------------------------|---|-----------------|
| <p>9:35 am to 10:00 am</p> | <p>Discussion of Team Member Personalities/Strengths</p> <ul style="list-style-type: none"> • Ashley-MBTI type INFP <ul style="list-style-type: none"> ○ can be organized, detail-oriented, get work done on time, has been project manager/editor on previous teams • Samm-MBTI ESFP <ul style="list-style-type: none"> ○ Takes lead on projects, good with Solidworks, good at building things, can be a procrastinator • Jacob-INTJ <ul style="list-style-type: none"> ○ Also has been project manager, did lots of technical writing, can be bad with delegating responsibilities | <p>Room 120</p> |
| <p>10:00 am to 10:10 am</p> | <p>Discussion of Team Roles</p> <ul style="list-style-type: none"> • Budget Liaison <ul style="list-style-type: none"> ○ Controls Bill of Materials, purchasing/approving purchases, ensures team is within budget, "extravagance check" • Client Contact <ul style="list-style-type: none"> ○ Primary communication with client, ensures customer needs are met, informing team of client wants/needs, scheduling client meetings • Website Developer <ul style="list-style-type: none"> ○ Responsible for uploading all content to website, organizing formatting, final editing of documents • Secretary/Document Manager <ul style="list-style-type: none"> ○ Responsible for minutes, submitting assignments on Bblearn, final editing/formatting checks, double checking schedule • Project Manager <ul style="list-style-type: none"> ○ Keeping team on task, ensuring deadlines, lead | <p>Room 120</p> |

| | | |
|------------------------|---|----------|
| | <p>meeting discussions, delegate responsibility, ensuring team meets goals</p> <ul style="list-style-type: none"> ● Design/Manufacturing Lead <ul style="list-style-type: none"> ○ primary responsibility for CAD drawings, prototype construction, etc. | |
| 10:10 pm to end | <p>Assignment of Roles</p> <ul style="list-style-type: none"> ● Samm-Design Lead and Client Contact ● Ashley-Website Developer and Budget Liaison ● Jacob-Secretary/Document Manager, Project Manager | Room 120 |

Team Goals/Ground Rules

Do work assigned on time, communicate with each other
Get work started early
If you have an issue, make it heard as soon as possible

Stakeholders

Mr. Willy, ME department, students

Goals

Aim for an A in the course, make sure final design works correctly and is durable

Ground Rules

- Do work assigned to you on time
 - If you can't complete assigned work, ask for help and extra time at least 24 hours before deadline
- If you have an issue, bring it up with team before discussing with instructor
- Ground Rules
 - Meet every Tuesday during class time
 - All team members are expected to attend all team and staff meetings
 - if you can't attend, must notify team members at least 24 hours in advance except in case of emergency

Potential Issues/Coping Strategies

Procrastination

hold team members accountable, ask for help if you need it

- Disagreement over approaches/ideas
 - Compare with goals/client needs
 - Decision Matrix
 - Vote if necessary-team of 3, always will have a majority if deciding between two alternatives
 - avoid getting personal

Things to discuss with Client

Ask about meeting during class time

Client meeting setup

Clarify design requirements

design expectation

discuss power/fuel sources

budget

design expectations-what does it need to demonstrate

