

D1 MEETING MINUTES

Topic: Week 1 Spring Schedule

Wednesday , January 16, 2018
12:00pm – 1:00pm

Minutes recorded by Dustin Branges

Meeting called by Daniel Johnson

Attendees: Kalli Albright, Kaitlyn Barr, Dustin Branges, Daniel Johnson

Please bring: A positive attitude and completed action items

Executive Summary: In this meeting we began by updating the group with what was accomplished over winter break. We then reviewed the upcoming semester schedule and addressed what changes needed to be made to the Gantt chart and assigned tasks to each team member.

Table 1. Record of meeting.

12:00 pm - 12:30 pm	Progress of Action Items <ul style="list-style-type: none"> • Discussed what tasks were accomplished over the winter break • Reviewed upcoming semester schedule 	EGR 107
12:30 pm - 12:35 pm	Weekly or Bi-weekly meetings with Client <ul style="list-style-type: none"> • Kaitlyn talked to the client yesterday and proposed meeting either weekly or bi-weekly • Proposed times for meeting with client 	EGR 107
12:35 pm - 12:50 pm	Work on Tasks <ul style="list-style-type: none"> • Updated Gantt Chart • Continue editing final report • Work to finalize BOM 	EGR 107
12:50 pm - 1:00 pm	Plan for next meeting <ul style="list-style-type: none"> • Daniel <ul style="list-style-type: none"> ○ Finish Post Mortem ○ Work on hardware review • Kaitlyn <ul style="list-style-type: none"> ○ Finish Post Mortem ○ Work on hardware review • Kalli <ul style="list-style-type: none"> ○ Finish Post Mortem ○ Start work on presentation 	EGR 107

	<ul style="list-style-type: none"> • Dustin <ul style="list-style-type: none"> ○ Finish Post Mortem ○ Prepare website for website check 	
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Hardware review	Daniel Johnson Kalli Albright	2/14/18	
Update Website	Dustin Branges Kaitlyn Barr	1/24/18	
Post Mortem	All	1/19/18	

Next formal meeting: 1/23/18 Engineering Building Room 321 at 5:30pm