**Meeting Agenda**

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| Start Meeting  Determine Meeting Schedule | Wednesday, September 4 2019  6PM-9PM  Engineering Cafe  **Main Actions:**   * Team Charter |
| Complete Team Charter | **Actions:**   * Designate Team Positions & Complete MBTI Personality Quiz * Discuss & Create Ground Rules * Discuss Potential Issues and Conflict Resolution Solutions * Split Charter Work and Finish EOM * Review Psyche Mission and Purpose |
| Contact Project Client | Client: Dr. Cassie Bowman  Email: [C.Bowman@asu.edu](mailto:C.Bowman@asu.edu)  **Actions:**   * Email Cassie with Team Member Introduction * Set Up Meeting with Client |

**Notes:**

Team charter was discussed. Refer to team charter document for ground rules and coping strategies for potential barriers that may arise during project lifetime. Can be found in Google Drive. Team charter was split into sections and each team member completed their given sections on time, by the end of the meeting (EOM). Team roles were assigned, but noted that not all work falls on that one person for each section, so team members are responsible for keeping each other accountable for that. Continuing meetings will be held on Wednesdays at 6 PM, aside from normal capstone meeting time on Monday.

**DISCLAIMER**

This work was created in partial fulfillment of Northern Arizona University’s Capstone Course “ME 476C″. The work is a result of the Psyche Student Collaborations component of NASA’s Psyche Mission ([https://psyche.asu.edu](https://psyche.asu.edu/)). “Psyche: A Journey to a Metal World” [Contract number NNM16AA09C] is part of the NASA Discovery Program mission to solar system targets. Trade names and trademarks of ASU and NASA are used in this work for identification only. Their usage does not constitute an official endorsement, either expressed or implied, by Arizona State University or National Aeronautics and Space Administration. The content is solely the responsibility of the authors and does not necessarily represent the official views of ASU or NASA.