MEETING MINUTES

# Topic: Team Charter

## Thursday, September 5, 2019

## 5:00 pm – 7:30 pm

**Minutes recorded by \_Rachel Watanabe\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by** **Lucas Duncan**

**Attendees: Toren Schurb, Ethan Maltaverne, Daniel Massaglia, Marina McCue, Matthew Mennell, Jayne Sandoval, John “Sean” Veden**

**Please bring:** Laptops/device to access online team docs

**Table 1. Record of meeting.**

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| --- | --- | --- |
| 5:00 pm to 5:22 pm  | **Introduction and Sub-Team Selection*** Discussion led by Lucas Duncan
* Everyone introduced themselves
* Everyone shared contact info on the “Team Members’ Info” Google Doc
* Everyone selected the what sub-team they wanted to be apart of
 | Dub Rm 19 |
| 5:22 pm to end | Team Charter & Planning of future meetings* Discussion led by Lucas Dancan
* Discussion/assigning everyone’s roles
* Splitting up and working in small groups to write up the Team Charter
* Discussing topics within the Team Charter as they come up
* Plan for future meetings
	+ Wednesdays at 5:30 - 7:30 pm every week in conjunction with Mondays’ class
* Everyone signed the team charter agreement
* Marina was put in charge of final editing and submission
 | Dub Rm 19 |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Team Charter Submission  | Marina McCue | 9/6/13 |  |
| Read over CWC Rule Book & come prepared to next meeting with questions | Everyone | 9/12/13 |  |
| Contact Engineering Front deak about booking room 323 for meetings | Rachel Watanabe | 9/11/13 |  |

**Next formal meeting: 9/12/19, room 19, Dub Basement, at 5:30 pm.**