MEETING MINUTES

# Topic: Post Mortem

## Friday, January 17, 2020

## 10:30 am– 2:00 pm

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

**Meeting called by** **Rachel Watanabe**

**Attendees: Rachel Watanabe, Toren Schurb (an hour late), and Jayne Sandoval (left early because of a job)**

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

**Table 1. Record of meeting.**

|  |  |  |
| --- | --- | --- |
| 10:30 am to end | **Post Mortem*** Discussion led by Rachel Watanabe
* Rachel: edited and wrote for the post mortem; helped with emailing Dr. Trevas
* Jayne: wrote a few starting paragraphs and some notes for each section
* Toren: wrote some sections for the post mortem; emailed Dr. Trevas about self-learning
 | South Starbucks and EGR Study Nook |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Run Openwind on Prowers to get more date to present for Hardware review (~5 runs of data) | Everyone | 2/3/20 |  |
| self-learning: decide what everyone is going to be doing | Everyone | 1/24/20 |  |
| Find a weekly meeting time  | Everyone | 1/22/20 |  |
| Find a weekly meeting time with Willy | Everyone | 1/22/20 |  |
| Send email to Dr. Trevas once-weekly meetings with Willy is finalized | Toren | 1/22/20 |  |

**Next formal meeting: TBD**