

STAFF MEETING MINUTES #1

Location: Engineering Building, Room # 120

Date: 1/24/2019

Time: 10:20AM – 10:35AM

Facilitator: Jeff Macauley, Edwin Beraud,
Jake Shaw & Will Legrand

Agenda Items

10:20AM – 10:30AM	Edwin Beraud, Jake Shaw, Will Legrand, and Jeff Macauley presented source materials to Professor David Willy and GTA Brandon Begay.	Engineering Building, Room # 120
10:30AM – 10:32AM	Professor David Willy and GTA Brandon Begay verified all team members' sources, and discussed possible applications of the sources in the project	Engineering Building, Room # 120
10:32AM – 10:35AM	Edwin Beraud asked Professor Willy to provide the team with client Mark Hall's contact information to schedule a team meeting. Professor Willy offered to provide this information	Engineering Building, Room # 120

Team Goals

Schedule Client Meeting

Complete Team Charter