

Desalination Group

First Meeting

30 August 2021 / 5:30 PM / Capstone Room

ATTENDEES

Wyatt (note taker) / Cydney / Alex

AGENDA

Create MS Teams

1. Include the team members, TA, and Instructor

Set meeting times

1. Compare calendar to see what time works best
2. Find a time to meet with Client and see the NPOI facility

NOTES

- We all have known each other for a long time so no introductions needed
- MS Teams has been created
- We will meet regularly in the engineering building at 5:30 pm on Wednesdays
- We will meet Monday September 6 at 10:00 am at NPOI with the client and go over the systems we will be interacting with

ACTION ITEMS

1. When the requirements come out we will meet to complete the "Team Charter"

NEXT WEEK'S AGENDA

- Meet on Friday when "Team Charter" info has been given so we can complete that task
- Meet on Monday 10:00 am at NPOI
- Meet Wednesday at 5:30 to go over next due thing