

## ## Meeting Minutes

\*Lydia Engerbretson\*

\*Hannah Pearson\*

\*Matt Covalt\*

\*Matt Waltz\*

\*Roy Cochran\*

\*Feng Li\*

\*September 6, 2017 3:30pm-4:15pm\*

## ### Agenda

- \* Finish team contract.
- \* Discuss TO DO's/deliverables
  - \* wiki page?
  - \* github?
- \* Set up meeting with instructor before 9/14
- \* Did Matt set up meeting with client?

## ### Agenda Notes/Status Report

We finished our team contract, assigned action items, and discussed agenda items that we will discuss with Dr. Li and for our next weekly meeting. We also exchanged github usernames and discussed tools and documentation, where we agreed upon github, Share LaTeX, and Facebook Messenger as our main tools for documentation and communication. We plan to set up wiki page later (after instructor gives us directions).

With our meeting with Dr. Li, we plan to ask about lab space, whether he will be our project instructor or if he has someone else planned, for him to look over our team contract, and any other questions we may have about the project. Next team meeting, we plan to discuss a rough project schedule for this year.

## ### Action Items

- \* Lydia: Print one copy of team contract by next meeting, where we will all sign it.
- \* Lydia: Email Dr. Li and schedule meeting.
- \* Roy: Obtain team binder for project portfolio.
- \* Matt: Contact client and schedule meeting.
- \* Everyone: Come up with questions to ask client.

\* Everyone: Make sure you are clear on your project assignment (i.e. budget, documentation, meeting minutes, etc.)