

Team Meeting #1

09/10/19

Team Assignment:

Automated Insulation Measuring and Cutting Module

Team Members:

- Kyle Deeter
- Ian Glasglow
- Alyssa Keyes
- Rennie Scott

Team Name Options:

- IRAK
- 2 & 3
- Busy Bees
- 737 Max
- Born to Fly
- Aim High
- High Ballers
- Insulation Nation
- Insulation Station (I.S.)

Winner: Insulation Station (I.S.)

Weekly Meeting Time Options:

- Wednesday 3:30 p.m.
- Monday 2:30 p.m.
- Monday 3:00 p.m.

Winner: Monday 3:00 p.m. in Design Suite

These meetings will be with Max Johnson and Dr. Swenson our mentors, Angel Mora may be added to them later.

Trip to Boeing:

- Sunday to Monday
- Thursday to Friday
- Dates
 - Sept. 29th-Sept 30th
 - Oct. 6th-Oct.7th
- During the trip
 - See Operations
 - Talk to Operators
- Dr. Swenson will set up travel
- Current front runner is Sept. 29th-Sept.30th

Weekly Team Meetings:

- Flexible
- Members need to email their schedules to the group
- Main form of communication will be through text
 - Kyle has an Iphone and might not be able to receive pictures

Team Member Assignments:

- Budget - Kyle Deeter
- Client Contact – Rennie Scott
- Team Meetings – Ian Glasglow
- Documentation – Alyssa Keyes
- Roles were assigned by discussion

Portfolio:

Portfolio will be done in One-Drive

Boeing:

Angel Mora is our correspondent

- Questions:
 - Amount of meetings he would like to have with us?
 - Budget?

Agendas:

Agendas must be sent out before every meeting. These agendas can be sent out on the emails, not as an attachment.

Team Meeting:

There will be a meeting on Thursday Sept. 12th, 2:30 p.m. meeting (Design Suite)

To Be Completed:

Team Contract (Rennie)

Agenda for Next Meeting (Ian/Alyssa)