

Solar Sailors

Meeting Minutes from 09/08/2020

Members in Attendance:

Adriana Olivera (Team Member)	Feng Li (Lead Instructor)
Asad Mohammad (Sponsor)	Lukas Vermeulen (Team Member)
Brady Jerome (Team Member)	Nickolas Borek (Team Member)
Brian Johnson (Technical Advisor)	Steve Szablya (Sponsor)

- Meeting started at 3:30 PM.
- Potential Team Names
 - Something to do with “Spectral”
 - Team members agree to come up with a couple names before the next meeting on the 10th
- Contact Info
 - Steve: Steve_szablya@selinc.com (Sponsor)
 - Asad: asad_mohammad@selinc.com , asadiqbal90@gmail.com (Sponsor)
 - Brady: jero7605@vandals.uidaho.edu (Team Member)
 - Nickolas: bore3304@vandals.uidaho.edu (Team Member)
 - Adriana: oliv5154@vandals.uidaho.edu (Team Member)
 - Lukas: verm1623@vandals.uidaho.edu (Team Member)
 - Feng: fengli@uidaho.edu (Lead Instructor)
 - Brian: bjohnson@uidaho.edu (Technical Advisor)
- Team Contract discussion began
 - Group will meet at 3:30 PM via Zoom on September 9th, 2020 to further discuss the team contract.
 - Contract due on September 10th, 2020
 - Team Name and Mission
 - Potentail Team Names Continued
 - Clear Skies
 - Solar Sailors
 - Spectral Analysers
 - The team decides to be the Solar Sailors
 - Mission Statement
 - Develop a low cost pyranometer that measures solar radiation.
 - Membership
 - See contact info
 - Roles and Responsibilities
 - Lukas will be in charge of meeting minutes and the budget.
 - Brady will organize the schedules and determine a time where all (or most) group members are free for a team meeting.

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- Adriana will send the teaming table and last page of the Capstone Team Formation Activity and send it off to the instructor. She will also be the primary contact between the sponsor and the team.
 - Nickolas will draft the team contract and hold all documents for the team.
 - Other roles TBD as needed.
 - Team Relationship
 - Members will...
 - Weekly updates and goals reported weekly.
 - Hold themselves accountable to what they agree to do.
 - Ask for help when they need it.
 - Members will not...
 - Fall behind on work
 - Other do's and don't's to be discussed in the meeting on 09/09/2020.
 - Joint Work
 - 5a- Purposes of joint work
 - Team members will work together to establish collective goals and to produce decisions and work products that advance teamwork and project success.
 - Members will...
 - Share all developments with the rest of the team in a timely fashion.
 - Members will not...
 - Go against the decisions of the group without presenting a case for their desired actions.
 - 5b- Team Meetings
 - Team meetings are an important example of working together.
 - Where and when will the team meet?
 - TBD on 09/09/2020
 - What components are required in team meeting agenda
 - TBD on 09/09/2020
 - How will meeting minutes be circulated?
 - Meeting minutes from the previous meeting will be distributed atleast an hour before the next meeting.
 - Individual work
 - Team members are expected to work alone in many cases to complete work important to the team.
 - How will work assignments be made?
 - Team members will either volunteer for work or the team leader. TBD, will ask them to take on work.
- All Further sections of the team contract will be discussed in the meeting on 09/09/2020.
 - Meeting closed at 4:38 PM.