

Team Members:

Ryan Blair
Chase Croft
Anthony Kitchen
Alex McNurlin

Head Faculty: Matthew Swenson

Graduate Student Advisor: Selso Gallegos

Meeting Minutes

For today Ryan Blair is the recorder.

The Student Activity Participation Agreement was filled out and completed by each team member.

Our team name was determined. We are "The Beach Boys".

Filled out Teaming Table and Team identity and Contact information Pages and returned those to instructor.

Swenson out of town September 18th-19th

Decided team meetings are on Thursdays from 3:30-4:30

We decided Alex will contact our client. He will ask about meeting frequency and availability for a visit.

Will save meeting minutes on a google drive for ease of access

Will update portfolio every week (Subject to change)

Meeting time 4:30 to 5:30 at Senior Design Suite.

Chase will create the agenda for next meeting.

Tony will be in charge of the team contract.

Alex will be in charge of setting up communications (text, email, etc.)

Ryan will do some background research for the project.

Start creating questions for the client at next meeting, such as material, base size.