

TEAM MINUTES - 9/17/20

Location: Zoom
Present: ALL
Time: 3:30-4:40
Writer: Jaden Cavender

Agenda Items

1. Discussed Sarah's meeting with Martin earlier in the week. Determined that the first meeting was only for introductions, and that a further meeting for design related questions will take place on 9/18. Questions will follow the PRD as well as focusing on:
 - Material requests, biochar integration, sand media sizes
 - Design software, required flow rates and sand volume
 - Common flaws or concerns with project, target function of filter on microbes/solids.
2. Reviewed and submitted team budget. Also reviewed team roles and appointed Tayson to agenda writer and communication lead.
3. Discussed PRD format and duties. Will begin majority of work on PRD during design meeting with Mr. Moller and Martin. PRD will be written simultaneously by everybody during meeting.

Action Items	Owner(s)	Deadline	Status
Continue team minutes and documentation.	Jaden	9/17	In Progress
	Ben		
	Tobias		
Organize design meeting/agenda	Tayson	9/18	In progress
Prepare Gantt chart and update	Blake	10/6	In progress
Continue background research	Full Group	9/14	In progress

