

Team Meeting #1 Minutes, 9-08

Meeting began at 3:30p, continued until 5p

Items of discussion:

- Divided up team responsibilities (outlined in memo below)
- Determined to meet weekly from 4:45-6p
- Arranged to meet T,R 9a-10:30a as needed
- Elected to complete teaming table by R, 09/10
- Elected to complete tasks assigned (outlined in memo below) by R, 09/10

Items of Business

- Completed the team contract and distributed to mentor and instructor
- Determined to meet with Dr. Hiller after T, 09/15
- Assigned all members the task of identifying questions for client during upcoming client interview (TBD)
- Assigned all members the task of completing the SAPA quiz if necessary

MEMO

Hey everyone,

Please see the notes below for team assignments to be completed before our next meeting on Tuesday. Please let me know if you have any thoughts or questions, and thanks!

Tasks to be completed before our next meeting:

Jett- Contact Dr. Hiller by Wednesday and set up a meeting with him sometime before the end of next week, create a meeting agenda and distribute it to team/instructor/mentor, act as primary point of contact for Dr. Hiller, and categorize meeting minutes.

Ryan- Scan through the Capstone website and identify deadlines, set goals for completing tasks related to the project, and begin working on tracking finances.

Maclean- Coordinate use of laboratory spaces and trainings if needed, act as primary point of contact with the lead instructor, begin tracking and working on compiling the project portfolio, set up the accountability excel sheet, and figure out if we will need to use shop services.

Lucas- Finalize team contract and distribute to team members, instructor, and mentor, and begin brainstorming the wiki page on the capstone website.

Everyone- Brainstorm questions for first client meeting, remember to make an entry in your logbooks, take the SAPA quiz if you have not yet, fill out the Teaming Table, and begin researching background information on the project.

Contact Information:

- Jett Murray (208) 851-1092, murr4204@vandals.uidaho.edu
- Lucas Dibelius (208) 570-3851, dibe8921@vandals.uidaho.edu
- Ryan Crowell (530) 220-4922, crow9963@vandals.uidaho.edu
- Maclean Landis (208) 412-1292, land8003@vandals.uidaho.edu

S-Drive Link:

- <https://vandalsuidaho.sharepoint.com/sites/Storage-Engineering/Documents/Forms/AllItems.aspx?viewid=fccb68f2%2D5179%2D41df%2D8ecc%2D2824d83ef59a&id=%2Fsites%2FStorage%2DEngineering%2FDocuments%2FSeniorDesign%2FFifteen%20Hundred%20Dollar%20Shave%20Club>

Have a great day!

JETT MURRAY

College of Engineering

Biological Engineering

murr4204@vandals.uidaho.edu

208-851-1092



University of Idaho