

## ## Meeting Minutes

\*Lydia Engerbretson\*

\*Hannah Pearson\*

\*Matt Covalt\*

\*Matt Waltz\*

\*Roy Cochran\*

\*September 13, 2017 3:30pm-4:15pm\*

### ### Agenda

- \* Sign team contract
- \* Discuss action plan for client meeting on 9/14
- \* Discuss past instructor meeting that was on 9/8.
- \* Questions/comments on project- wiki page? locker? future schedule?

### ### Agenda Notes/Status Report

During this team meeting, Matt and Roy found a locker for portfolio binder. Hannah will obtain a combination lock. Everyone signed the updated team contract. I (Lydia) emailed it, along with instructor team meeting minutes to everyone and Dr. Li. We discussed that we will add team meeting agenda items into one github task before each team meeting. Roy talked to his antenna professor and he is willing to help with our project, although he cannot make our client meeting.

We also talked about the client meeting tomorrow. We went through the questions and brainstormed what we needed to focus on with our client tomorrow. Covalt talked to Stephanie about the budget for this project, and the client will provide most of our resources, so the University does not need to worry about budget.

For the client meeting, we plan to wear business casual, meet 15 minutes early to debrief, have an agenda emailed to the client beforehand, and then each one of us will ask a set of questions to the client. We also plan to debrief after the client meeting.

At the end of this meeting, Roy, Covalt, and Waltz had a technical conversation about antennas, signals, 90 degree phase shifts, and polarization.

### ### Action Items

- \* Hannah: Obtain combination lock for team portfolio locker.
- \* Lydia: Type meeting minutes for client meeting on 9/14
- \* Waltz: Deliver meeting outline/agenda to client before meeting.
- \* Waltz: Create github task for meeting agendas.
- \* Roy/Covalt: Find locker to store portfolio binder.
- \* Roy: Schedule/reserve ECE 218 for future, continuous team meetings.
- \* Everyone: Look at project schedule before each team meeting.