

# TEAM MINUTES - 9/9/20

Location: Zoom  
Present: ALL  
Time: 3:00-4:30  
Writer: Jaden Cavender

## Agenda Items

1. Discussed optimal team meeting times and created a time chart to visually separate availability.
2. Completed the team contract and set guidelines for the next year.
3. Assigned general team duties for semester. Will be subject to change.
- 4.
- 5.
- 6.

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Action Items	Owner(s)	Deadline	Status
Contact Client for project details, turn in contract.	Jaden	9/10	Completed
Contact Sarah for shop, budget, scheduling.	Ben	9/11	In progress
None	Tobias		
None	Tayson		
None	Blake		
Research water filter designs.	Full Group	9/14	In progress