

# Solar Sailors

## Meeting Minutes from 09/09/2020

### Members in Attendance:

Adriana Oliveira (Team Member)

Brady Jerome (Team Member)

Lukas Vermeulen (Team Member)

- Meeting started at 3:30 PM.
- Team meeting discussion
  - Two meetings every week, one with instructors or sponsors and one as team members.
    - Team members will meet on Mondays from 5:30 PM to 7:30 PM.
      - Zoom or in person
      - Instructors or sponsors are welcome to join, but do not have to.
    - Team members, instructors, and sponsors will meet on Wednesdays from 5:30 PM to 7:30 PM.
- Continued team contract discussion
  - Section 3: Roles and responsibilities
    - Budget: Lukas
    - Scheduling: Brady
    - Primary Client Contact: Adriana
    - Document Holder: Nickolas
    - Rotating positions?
      - Rotate positions every two weeks (bi-monthly)
        - Secretary
        - Team Leader
  - Section 5: Joint World
    - 5b: Team Meetings
      - Organization of team meetings: Brady
- Everyone agrees to post their email and phone number in the discord channel “contact information”.
- Team contract will be finalized and posted in #file-exchange for all team members to sign and repost in the channel for the other team members to sign.
  - Adriana will submit the final draft on Black Board.
- The next meeting will be on Monday, 09/14/2020 at 5:30 PM on Zoom.
- Members will begin research on pyranometers and start developing questions for the client meeting.
- Meeting closed at 4:45 PM.