

# Minutes

**Facilitator:** Jaime Ayala

**Date:** 9/7/2018

**Minutes Recorder:** Emily Chambers

**Time:** 2:30-3:30

**Attendees:** Emily, Nikki, Davis, Jaime

**Place:** Think Tank (JEB)

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## Meeting Called to Order at 2:30pm

Time:	Topic:
2:30	<p>Contacting Client</p> <ul style="list-style-type: none"><li>• Resumes have been collected by Davis</li><li>• Will use the email alias set up by Dr. Beyerlein to make contact</li></ul>
2:37	<p>File Sharing</p> <ul style="list-style-type: none"><li>• Shared Drive &gt; Engineering &gt; EZ-Ject</li><li>• Google drive has been shared by Nikki</li></ul>
2:40	<p>Contract Editing</p> <ul style="list-style-type: none"><li>• Leader Position<ul style="list-style-type: none"><li>○ Emily nominates Nikki</li><li>○ Rotating the role discussed<ul style="list-style-type: none"><li>▪ Emily counters that holding people accountable is more difficult when the role is rotating</li><li>▪ Rotating role dismissed</li></ul></li><li>○ Davis nominates Jaime<ul style="list-style-type: none"><li>▪ Jaime says he is comfortable with anyone taking the role, stating that we have a team that functions well together</li></ul></li><li>○ Responsibilities of Leader position discussed<ul style="list-style-type: none"><li>▪ Davis: holding people accountable is primary function</li><li>▪ Jaime: adds communicating effectively with Dr. Beyerlein is additional responsibility</li></ul></li><li>○ Nikki is elected to leadership position – unanimous decision</li></ul></li><li>• Scheduling<ul style="list-style-type: none"><li>○ Trello is suggested by Davis<ul style="list-style-type: none"><li>▪ Organization tool</li><li>▪ To be used in conjunction with Gantt chart</li></ul></li><li>○ Nikki will look into Trello</li><li>○ Nikki will be in charge of scheduling/Gantt chart</li><li>○ Excel will be used for Gantt chart<ul style="list-style-type: none"><li>▪ Google Sheets alternative discussed</li></ul></li></ul></li><li>• Budgeting<ul style="list-style-type: none"><li>○ Emily will be in charge of budgets</li><li>○ Role Includes:<ul style="list-style-type: none"><li>▪ Liaison with Molly Steiner</li><li>▪ Keeping records of budgets and updating as necessary</li></ul></li></ul></li></ul>

	<ul style="list-style-type: none"> <li>▪ Communicating the state of funding at time of purchases</li> </ul>
2:50	<p>Budget Draft</p> <ul style="list-style-type: none"> <li>• Emily will be in charge of developing first draft</li> <li>• Example product: \$30/spool for 3D printed parts</li> <li>• Will have a better idea of how to move forward with budget after client meeting/discussion</li> </ul>
3:00	<p>Contract Editing Continued</p> <ul style="list-style-type: none"> <li>• Joint Work <ul style="list-style-type: none"> <li>○ Removed Will and Will not segments – determined to be redundant</li> </ul> </li> <li>• Team Meetings <ul style="list-style-type: none"> <li>○ Agendas and minutes shared via email among members</li> <li>○ Agendas and minutes for client/faculty/mentor meetings shared via email alias</li> </ul> </li> <li>• Individual Work <ul style="list-style-type: none"> <li>○ Action items will be added to the Gantt chart</li> <li>○ Action items from previous meeting minutes will be located in the next agenda <ul style="list-style-type: none"> <li>▪ Located above meeting information</li> </ul> </li> </ul> </li> </ul>
3:25	<p>Open Floor</p> <ul style="list-style-type: none"> <li>• Beginning project requirement is on the horizon <ul style="list-style-type: none"> <li>○ Tabled until we can discuss project with client</li> </ul> </li> <li>• Email Etiquette <ul style="list-style-type: none"> <li>○ Subject Line: “EZ-Ject <i>Meaningful Description</i>”</li> </ul> </li> </ul>

#### Action Items:

- **Jaime** will send out Agenda template for consistency across agendas and minutes
  - Completed at 3:10pm 9/7/18
- **Jaime** will develop and distribute meeting agenda for Wednesday’s meeting
  - Questions to ask client (to be included in agenda)
    - Budget
    - Communication expectations
    - Basic product requirements/constraints
    - Preliminary timeline
    - Programs SEL has access to
- **Davis** will send client contact email
- **Nikki** will look into scheduling tool Trello
- **Emily** will begin budget draft (due in 8 days)
- **Emily** will distribute meeting minutes via email at the end of the meeting
- **Everyone** will become well versed in project requirements, and will contact Jaime with any questions developed

**Upcoming Important Dates:**

- Sept 11<sup>th</sup> – First Instructor/Team meeting completed with minutes circulated
- Sept 13<sup>th</sup> – DRAFT budget estimates for both Fall and Spring due to Dr. Beyerlein
- Sept 13<sup>th</sup> – Shop orientation during class time
- Sept 25<sup>th</sup> – Client visit and interview w/lead instructor
- Sept 27<sup>th</sup> – Project requirements due

**Meeting Adjourned at 3:32pm**