

Meeting Minutes

Date: September 5, 2017

Time: 3:30pm

Location: Vandal Ballroom, Pitman Center

In Attendance: Jake Hall, Adam O'Keefe, Joe Stanley, Will Seegmiller, Rachel Rosasco

Discussed Items:

- 1) Team Introductions –
 - Instructor – Dr. Dev Shrestha
 - Client – Dr. Steve Beyerlein
- 2) Team name discussion –
 - uncharted, CHARheads, Have Boiler Will Travel, CHARbroiled
 - team decided upon Have Boiler Will Travel as the team name
- 3) Team Meetings –
 - Team discussed potential meeting times for weekly meeting in the future and made excel sheet listing the date and times
 - Decided upon: Wed 6-8, Fri 6-9, Fri 8-9:30, Sat Noon, Sun 2:30-5:30
 - Meeting with Dr. Shrestha weekly Thursday @ JML 3:30
 - Weekly meeting to be held in EP Biological Engineering Student Lounge
- 4) Team Expectations –
 - Monthly reassessment of roles
 - Weekly check in of progress