

Team Meeting

October 26, 2017

11:22 AM

Power Lab

Meeting called by: Team Echo

Attendees: Kristen, Jared, Dr. Hess

Type of meeting: Weekly Team Meeting

Minutes

Agenda Item: Update wikipage – Items due at time of completion

Discussion:

Update wikipage, Final report, and travel to Bayview for final testing

Conclusions:

Jared and Kristen will update the team's wikipage, begin final report, and edit timeline.

Action Items:	Member Responsible	Deadline
Update Wikipage	Everyone	11/30/17
Begin Final Report	Everyone	12/5/17
Update Timeline	Everyone	11/28/17
Travel for Final Testing	Everyone	11/16/17

Agenda Item: Update Wikipage

Discussion:

Update the team's wikipage, and continue to do so as the project progresses.

Conclusions:

Edit the wikipage so that it is easy to follow and information can be found easily.

Agenda Item: Begin Final Report

Discussion:

Begin developing the final report for the project. The report only has to be as long as needed to cover all of the information from the project.

Conclusions:

Begin developing the final report and continue to update it as the project progresses.

Agenda Item: Edit project timeline

Discussion:

Jared will edit the timeline per the group discussions and agreement on deadlines.

Conclusions:

Edit project timeline as the project progresses to help stay on track and get the project completed in a timely manner.

Agenda Item: Travel to Bayview for final testing

Discussion:

Jared and Kristen will travel to Bayview to complete final testing of the Power Inverter.

Conclusions:

Keep in contact with Jim regarding travel dates and times that work best for him, and that also work with our schedules.
