

Time: 1:15 PM

Date: 9/14/2018

Subject: Meeting 2-Team Charter

Present: Alivia, Ahmad, Nahar, Amy, Angelo, Abdul

Recorded by: Amy

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Top Priority: Team Charter

- Discuss Goals
- Discuss Roles

Goals:

- Reliable
- Self resetting
- Want an A
- Time<2 min
- No intervention
- High Quality
- Person integration

Roles:

- Project Manager: Amy. Organize, tasks, notes, disputes
- Client Contact: Abdul. Contact, updates, satisfaction
- Budget: Hamad. BOM, costs, POs
- Website Developer: Alivia. Create, information, user friendly, updated
- Document Manager: Nahar. Submittal, upload group files, templates
- Equipment Manager: Angelo. Reserve, rent, keep proj. Safe

Discuss personality traits (Fill in later)

Discuss ground rules:

- meet fridays, 1.15 pm
- 24 hours before due dates
- team building once a month
- keep team updated on schedules
- late=donuts
- shop training class by end of October

Discuss potential barriers

TO DO:

- get sketches done
- client meeting
- upcoming presentation