

MEETING AGENDA

Topic: ME 476C Team Charter and Interview Questions

Date: Tuesday, January 23, 2018

Time: 9:35 am – 10:50 am

Location: Engineering Building Rm 112

Meeting called by: Michael Garelick (Designated Project Manager)

Attendees: (All Team Members)

Please bring: Meyers Briggs assessment results, Team Charter draft, interview questions so far.

<p>9:35 am - 9:50 am</p>	<p>Establish What needs to be done and change location</p> <ul style="list-style-type: none"> • Team Charter due Thursday, January 25. <ul style="list-style-type: none"> ○ Michael will assign sections to all members. • Interview questions need to be developed more. <ul style="list-style-type: none"> ○ Cole will lead discussion. • To work on computers, the team members will vote on where to relocate for the duration of this meeting. Capstone room or Cafe 	<p>Room 120</p>
<p>9:50 am-10:10 am</p>	<p>Finish Team Charter</p> <ul style="list-style-type: none"> • All team members will take this time to finish their assigned Team Charter tasks. • Rules may be changed or clarified between team members. • Michael will submit the final Team Charter if it is ready. 	
<p>10:10 am-10:30 am</p>	<p>Work on Interview Questions</p> <ul style="list-style-type: none"> • Cole will explain what needs to be found out from the client, Cornel. <ul style="list-style-type: none"> ○ What does the team already know about the project based on the description? There are a lot of constraints listed already. ○ What does the team need clarification on? ○ How often will the team meet with the client? 	
<p>Remaining minutes</p>	<p>Plan for next meeting</p> <ul style="list-style-type: none"> • Finalize the Interview Questions for Cornel. • Start working on the first presentation. The interview will take place a week before presentation 1. 	

Upcoming requirements:

1. Team Charter HW due. Submit on the Tuesday or Wednesday before it is due.
2. For the staff meeting, a sufficient amount of interview questions needs to be listed.
3. Presentation 1 is coming up (February 6 and 8). Establish what needs to be done.

Tasks to be completed prior to meeting:

Group Member	Task	Start Date
All members	Complete Team Charter	1/18/18

All members	Complete client Interview Questions	1/18/18
Cole	Set up meeting with client	1/18/18