

WEEKLY MEETING AGENDA

Topic: Postmortem and Purchasing parts

Attendees: All Team Members

Please bring: Schedules , phones and laptops

Meeting 1: Monday, January 11 11:10am-12:10pm	Decide on when the team is going to meet and talk about the bill of materials <ul style="list-style-type: none"> The team needs to decide on when we are free to meet with Oman and our group meetings We need to discuss what should be purchased on the bill of materials and what needs to be reviewed 	Microsoft Teams
Meeting 2: Monday, January 11 5:30pm-7:00pm	Meet with Oman and the class and discuss the semester and give a presentation of progress <ul style="list-style-type: none"> The team needs to give a review presentation to Oman and the class about our project and the progress we have made. Oman is going to discuss this semester and when and how we will meet as a class. 	Zoom
Meeting 3: Wednesday, January 13 2:30pm-4:15pm	Work on Postmortem, finalize the bill of materials and send emails to clients <ul style="list-style-type: none"> We need to work on answering the postmortem questions together and then discuss how to break up the typing. We need to finalize the bill of materials and make more purchases We need to send an email to Red Feather and Chuck to schedule a meeting. 	Microsoft Teams

Upcoming requirements:

1. Postmortem
2. Self-Learning assignment

Tasks to be completed prior to meeting:

Group Member	Task	Start Date	End Date
All Members	Review the postmortem assignment	January 11	January 13
Brittney Rogers	Write your section of the postmortem and review bill of materials	January 13	January 15
Randall Holgate	Write your section of the postmortem and review bill of materials and make purchases	January 13	January 15
Jessie Russell	Write your section of the postmortem and review bill of materials	January 13	January 15
Noah Kincheloe	Write your section of the postmortem and review bill of materials	January 13	January 15
Wesley Garcia	Write your section of the postmortem and review bill of materials	January 13	January 15

MEETING MINUTES

Meeting 1 Topic:

Date: Monday, January 11

Time: 11:10am- 12:10pm

Location: Microsoft Teams

Minutes recorded by Brittney

Meeting called by Jessie.

Attendees: All Team members

Table 1. Record of meeting.

11:10am-11:20am	Discussed breaks and everyone's semesters schedule <ul style="list-style-type: none">• Discussion led by everyone• Team discussed what everyone did on break• Team discussed everyone's schedule for this semester
11:20am to 11:40 am	Worked on presentation <ul style="list-style-type: none">• Discussion led by everyone• Made an updated short PowerPoint for the review presentation• Discussed who would give the 2-minute review, decided on Jessie
11:40am to end	Reviewed Bill of Materials <ul style="list-style-type: none">• Talked about what needs to be updated on the bill of materials• Discussed what can be purchased on the bill of materials and what prices have changed

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Review Postmortem assignment	All team members	1/11/21	1/13/21
Review Bill of materials	All team members	1/11/21	1/13/21
Purchasing forms	Randall	1/11/21	1/13/21

Next formal meeting: 1/11/2021, Zoom, at 5:30pm.

Meeting 2 Topic:

Date: Monday, January 11, 2021

Time: 5:30pm- 7:00pm

Location: Zoom

Minutes recorded by Brittney

Meeting called by Dr. Oman.

Attendees: All Team members

Table 1. Record of meeting.

5:30pm-6:00pm	Breakdown of Semester <ul style="list-style-type: none">• Discussion led by Dr. Oman• She discussed how meetings should go with the whole class and how this semester will be running.• She discussed what is expected of us
6:00pm to 6:10 pm	Breakout room <ul style="list-style-type: none">• Discussion led by everyone• Dr. Oman allowed us to go in breakout rooms with our teams so that we could prepare for the review presentation
6:10pm to 6:40pm	Presentations <ul style="list-style-type: none">• Each team gave a presentation about their project and the progress that they have made.
6:40pm to end	Questions <ul style="list-style-type: none">• Dr. Oman answered our questions about the semester such as when we can meet with her if we want a time outside of the scheduled class time and what to do if you are a remote student

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Review Postmortem assignment	All team members	1/11/21	1/13/21
Review Bill of materials	All team members	1/11/21	1/13/21
Purchasing forms	Randall	1/11/21	1/13/21
Write an email to Dr. Oman about meeting time	Wesley	1/11/21	1/11/21

Next formal meeting: 1/13/21, Teams, at 2:30pm.

Meeting 3 Topic:

Date: Wednesday, January 13, 2021

Time: 2:30pm- 4:15pm

Location: Teams

Minutes recorded by Brittney

Meeting called by Jessie.

Attendees: All Team members

Table 1. Record of meeting.

2:30pm-3:20pm	Postmortem <ul style="list-style-type: none">• Discussion led by everyone.• Team discussed the answers to the postmortem questions• Then we split up who was going to write the responses for the answers we came up with together.
3:20pm to 4:00pm	Review Bill of Materials <ul style="list-style-type: none">• Discussed what was updated on the bill of materials and what still needs to be reviewed.• We decided on what should be purchased and what we should hold off on
4:00pm to 4:15pm	Send emails to clients <ul style="list-style-type: none">• We discussed what emails need to be sent out and we prepared them as a group so that Wesley could send them off

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Finish Postmortem	All team members	1/13/21	1/15/21
Make purchases	Randall	1/13/21	1/15/21
Update Bill of materials	All team members	1/13/21	1/18/21
Self-learning assignment	All team members	1/13/21	1/22/21

Next formal meeting: 1/18/21, Zoom, at 2:30pm.

Next members responsible for agenda: Noah

and meeting minutes: Noah.