WEEKLY MEETING AGENDA

# Topic:

**Attendees: Jessie, Brittney, Noah, Wesley, Randall**

**Please bring:** Schedules, phones and laptops

|  |  |  |
| --- | --- | --- |
| Metting 1:Monday, August 2:30pm-3:00pm | Decide on what to work on for the following weeks and prepare for meetings. | Zoom |
| Meeting 2: Wednesday, August3:15pm-4:00pm | **Work on CNs, ERs, QFD, and power point presentation.** | Microsoft Teams |
| Meeting 3: Friday, August 2:00pm-3:00pm | Discuss how presentation should be oriented and assign each teammate a slide. | Microsoft Teams |

Upcoming requirements:



Tasks to be completed prior to meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| Group Member | Task | Start Date | End Date |
| All Members |  |  |  |
| Brittney Rogers |  |  |  |
| Randall Holgate |  |  |  |
| Jessie Russell |  |  |  |
| Noah Kincheloe |  |  |  |
| Wesley Garcia |  |  |  |

MEETING MINUTES

# Meeting 1 Topic:

## Date: Monday, September

## Time: 2:30pm- 3:00pm

**Location: Zoom**

**Minutes recorded by Randall \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by**  **Jessie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attendees: \_\_Jessie, Noah, Brittney, Wesley, Randall \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 2:30pm-2:40pm | **Engineering and Customer Requirements/QFD**   * Discussion led by everyone * Team discussed what CNs and ERs were important. |
| 2:40pm to 2:50 pm | Discuss the QFD  * Discussion led by everyone * Input rankings, ATI, RTI, and other technical terms |
| 2:50pm to end | Plan for next meeting/Assign Action tasks  * Plan for Friday at same time. |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
|  | All team members | 9/9/19 | 9/9/19 |
|  |  | 9/9/19 | 9/9/19 |
|  |  | 9/16/19 | 9/16/19 |
|  |  | 9/16/19 | 9/16/19 |
|  |  | 9/17/19 | 9/17/19 |
|  |  | 9/23/19 | 9/23/19 |
|  |  | 9/23/19 | 9/23/19 |
|  |  | 9/30/19 | 9/30/19 |
|  |  | 9/30/19 | 9/30/19 |
|  |  | 10/2/19 |  |
|  |  | 10/7/19 |  |

**Next formal meeting: 8/2/2020,Teams, at 3:15pm.**

# Meeting 2 Topic:

## Date: Wednesday, September 29, 2019

## Time: 3:15pm- 4:00pm

**Location: Teams**

**Minutes recorded by Randall \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by**  **Jessie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attendees: \_\_All Group Members\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 3:15pm-3:30pm | **Engineering and Customer Requirements/QFD**   * Discussion led by everyone * Team discussed more work on the QFD |
| 3:30pm to 3:45 pm | Discuss  * Discussion led by everyone * Making sure the units for ERs were logical. |
| 3:45pm to end | Plan for next meeting  * Aim for Friday at same time. |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
|  | All team members | 9/9/19 | 9/9/19 |
|  |  | 9/9/19 | 9/9/19 |
|  |  | 9/16/19 | 9/16/19 |
|  |  | 9/16/19 | 9/16/19 |
|  |  | 9/17/19 | 9/17/19 |
|  |  | 9/23/19 | 9/23/19 |
|  |  | 9/23/19 | 9/23/19 |
|  | All Members | 9/30/19 | 9/30/19 |
|  |  | 9/30/19 | 9/30/19 |
|  |  | 10/2/19 |  |
|  |  | 10/7/19 |  |

**Next formal meeting: 10/2/19, Teams, at 2:00pm.**

# Meeting 3 Topic:

## Date: Friday, September 29, 2019

## Time: 2:00pm- 3:00pm

**Location: Teams**

**Minutes recorded by Randall \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by**  **Jessie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attendees: \_\_All Group Members\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 2:00pm-2:15pm | **Prepare for presentation**   * Discussion led by everyone. * Team discussed which student is assigned a slide. |
| 2:15pm to 2:45 pm | Discuss  * Discussion about key points from the power point and how they will stand out. |
| 2:45pm to end | Plan for next meeting/Week  * is minutes recorder and writer for next week. * Be prepare to present in from of David. |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
|  | All team members | 9/9/19 | 9/9/19 |
|  |  | 9/9/19 | 9/9/19 |
|  | All team members | 9/16/19 | 9/16/19 |
|  |  | 9/16/19 | 9/16/19 |
|  |  | 9/17/19 | 9/17/19 |
|  | All team members | 9/23/19 | 9/23/19 |
|  |  | 9/23/19 | 9/23/19 |
|  | All Members | 9/30/19 | 9/30/19 |
|  |  | 9/30/19 | 9/30/19 |
|  | All Members | 10/2/19 |  |
|  |  | 10/7/19 |  |

**Next formal meeting: 10/2/19, Zoom, at 2:30pm.**

**Next members responsible for agenda:**

**and meeting minutes: .**