

# MEETING MINUTES

## Topic: Project Introduction and Team Charter

**Date:** 1/22/19

**Time:** 09:45pm

**Location:** EGR Rm 120, Dr. Feigenbaum's Office, Capstone Rm

**Minutes recorded by:** Stephanie, Zach

**Meeting called by:** Group

**Attendees:** Laken, Stephanie, Zach

**Table 1. Record of meeting.**

Time	Description	Location
	Information exchanged (email and phone) Meeting with client discussed	EGR RM 120
	Dr. Feigenbaum described the specifics of the project and cleared up any questions <ul style="list-style-type: none"><li>• Weight and size are important.</li><li>• Research friction and springs</li></ul> Will contact her with charter next week	Dr. Feigenbaum's office
	Developed team charter, discussed all necessary information to complete Discussed project moving forward	Capstone Rm

**Table 2. Tasks Assigned.**

Task	Person Assigned	Due Date	Date Complete
Memo for GTA	Group	1/24	
Email Client	Group	1/24	

**Next formal meeting: 1/24**