

Team 6 - Week 1 Minutes

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Abstract—This document is a description of the Week 1 Minutes for Team 6.

Index Terms—Attendance, Updates, Tasks, Discussions, Decisions

DECISIONS

1. All team members agree with the Team Contract.

I. ATTENDANCE

1. Brady Beecham
2. Kyle Plant - Available through Discord server due to health reasons.
3. Michael Sisk
4. Abdulrahman Alrudayan
5. Khalifah Altamimi

II. UPDATES FROM TEAM MEMBERS

1. Brady Beecham - No available updates
2. Kyle Plant - No available updates
3. Michael Sisk - No available updates
4. Abdulrahman Alrudayan - No available updates
5. Khalifah Altamimi - No available updates

III. PLANNED TASKS

1. Brady Beecham- Review and finalize the Team Contract and obtain team signatures, Set up the Capstone Github to include all members.
2. Kyle Plant- Complete the Team Member Rating section of the Team Contract.
3. Michael Sisk- Complete the Unique Roles section of the Team Contract and finalize the weekly minutes.
4. Abdulrahman Alrudayan- Complete the How Will the Team Be Run section of the Team Contract.
5. Khalifah Altamimi- Responsible for scheduling the next meeting in one of the study rooms in the library to have the next weekly team meeting on Thursday from 1pm to 3 pm.

DISCUSSIONS

1. Discussion over the Team Contract and what will be part of the Team Contract.