

MEETING MINUTES

CAPSTONE MEETING

Date: February 14

Time: 2:30pm

Meeting called to order by: Team 3

IN ATTENDANCE

Dylan, Andrew, Branson, Aaron, Ethan, Jonathan

OLD BUSINESS

- Created a spreadsheet with all ME and EE schedules to establish collaborative meetings times.
- Had ME's added to team 3's GitHub.
- Resolved clarity on collaborative expectations for ME's and EE's.
- Emailed Proton project questions and discussed them in virtual meeting with Proton.
- Decided who will write which sections of project proposal.

NEW BUSINESS

- Working on proposal implementing feedback from customer
- Researching EV testing methods
- Collaborating on project definition and description of work
- Collaborating with ME's about project formation

MEMBER UPDATES

- Dylan: Worked on proposal Intro and Problem Statement.
- Andrew: Worked on proposal Problem Statement.
- Branson: Worked on proposal Implications and Challenges.
- Aaron: Worked on proposal Resources.
- Ethan: Worked on proposal Project Standards.
- Jonathan: Worked on proposal Unknowns and Measures of Success.

ACTION ITEMS

- Dylan: Continued work on project proposal research (background info, constraints, stakeholders, etc.) and constructing the project proposal.
- Andrew: Continued work on project proposal research (background info, constraints, stakeholders, etc.) and constructing the project proposal.
- Branson: Continued work on project proposal research (background info, constraints, stakeholders, etc.) and constructing the project proposal.
- Aaron: Continued work on project proposal research (background info, constraints, stakeholders, etc.) and constructing the project proposal.
- Ethan: Continued work on project proposal research (background info, constraints, stakeholders, etc.) and constructing the project proposal.
- Jonathan: Continued work on project proposal research (background info, constraints, stakeholders, etc.) and constructing the project proposal.

NEXT MEETING

Next meeting will be held on February 21st @ 2:30pm

Motion to adjourn was made at 3:45pm and passed unanimously.