

MEETING MINUTES

CAPSTONE MEETING

Date: January 31

Time: 2:40pm

Meeting called to order by: Team 3

IN ATTENDANCE

Dylan, Andrew, Branson, Aaron, Ethan, Jonathan

OLD BUSINESS

- Team contract was finished and turned in.
- Will meet weekly on Monday between 2:00 and 3:00pm and Wednesday when needed.

NEW BUSINESS

- Get everyone in the GitHub group and introduce and understand its functions.
- Decided to use Microsoft teams for Customer, Supervisor, ME collaborators, and group communications.
- Need to get contact info for ME collaborators and Proton Power.
- Schedule Kickoff meeting with Proton Power and Supervisor once contact info is shared.
- Create question folder in GitHub to add questions and answers for ME's, Proton Power, and Supervisor.
- Before adding an answer to the folder, member must gain conformation through email or writing.
- When adding questions and answers to GitHub folder, members must add name and date to keep record.

MEMBER UPDATES

- Dylan: Finished safety training and beginning LinkedIn modules.
- Andrew: Finished safety training and beginning LinkedIn modules.
- Branson: Finished safety training and beginning LinkedIn modules.
- Aaron: Finished safety training and beginning LinkedIn modules.
- Ethan: Finished safety training and beginning LinkedIn modules.
- Jonathan: Finished safety training and beginning LinkedIn modules.

ACTION ITEMS

- Dylan: Continue working on LinkedIn modules. Generate questions to ask proton at kickoff meeting. Research different bike testing stands to gain useful background knowledge.
- Andrew: Continue working on LinkedIn modules. Generate questions to ask proton at kickoff meeting. Research different bike testing stands to gain useful background knowledge.
- Branson: Continue working on LinkedIn modules. Generate questions to ask proton at kickoff meeting. Research different bike testing stands to gain useful background knowledge.
- Aaron: Continue working on LinkedIn modules. Generate questions to ask proton at kickoff meeting. Research different bike testing stands to gain useful background knowledge.
- Ethan: Continue working on LinkedIn module. Generate questions to ask proton at kickoff meeting. Research different bike testing stands to gain useful background knowledge.
- Jonathan: Continue working on LinkedIn modules. Generate questions to ask proton at kickoff meeting. Research different bike testing stands to gain useful background knowledge.

NEXT MEETING

Next meeting will be held on February 5th @ 3:00pm

Motion to adjourn was made at 3:40pm and passed unanimously.