

MEETING MINUTES

CAPSTONE MEETING

Date: January 25

Time: 5:40

Meeting called to order by: Team 3

IN ATTENDANCE

Dylan, Andrew, Branson, Aaron, Ethan, Jonathan

OLD BUSINESS

None (First Meeting)

NEW BUSINESS

Discussing and finishing team contract.

Set date and time for weekly meetings (Monday & Wednesday 2:00 or 3:00pm).

Set auxiliary meetings times (Thursday & Friday afternoons).

ACTION ITEMS

- Dylan: Start completing safety training and assigned LinkedIn Modules.
- Andrew: Start completing safety training and assigned LinkedIn Modules.
- Branson: Start completing safety training and assigned LinkedIn Modules.
- Aaron: Start completing safety training and assigned LinkedIn Modules.
- Ethan: Start completing safety training and assigned LinkedIn Modules.
- Jonathan: Start completing safety training and assigned LinkedIn Modules.

NEXT MEETING

Next meeting will be held on January 31st @ 3:00pm

Motion to adjourn was made at 6:40pm and passed unanimously.