

MEETING MINUTES

CAPSTONE MEETING

Date: February 19

Time: 2:00pm

Meeting called to order by: Team 3

IN ATTENDANCE

Dylan, Andrew, Branson, Aaron, Ethan, Jonathan

OLD BUSINESS

- Finishing up on project proposal and implemented feedback from the customer.
- Researched and continuing to research EV testing methods.
- Collaborated on project definition and description of work.
- Collaborated with ME's about the project formation.

NEW BUSINESS

- Working on final touches of project proposal.
- Reviewing the specs received by the customer.
- Collaborating on the proposed solutions.
- Submitting project proposal to iLearn.

MEMBER UPDATES

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

ACTION ITEMS

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

NEXT MEETING

Next meeting will be held on February 28th @ 2:30pm

Motion to adjourn was made at 5:15pm and passed unanimously.