MEETING MINUTES

CAPSTONE MEETING

Date: February 5

Time: 2:30pm

Meeting called to order by: Team 3

IN ATTENDANCE

Dylan, Andrew, Branson, Aaron, Ethan, Jonathan, Catherine

OLD BUSINESS

- Everyone has been invited and joined GitHub.
- Creating Microsoft Teams group with all members.
- Received contact info and met with Proton Power to get expectations.
- Created question folders and added questions for Proton in GitHub.

NEW BUSINESS

- Created a spreadsheet with all ME and EE schedules to help find meetings times.
- Ask if ME's can be added to GitHub.
- Ask supervisor what work is collaborative between ME's and EE's and what is separate.
- From GitHub added questions, bring list down to 10-15 questions and send to Proton before kickoff meeting.
- Figure out who will write which sections of project proposal.

MEMBER UPDATES

- Dylan: Aided in generation of kickoff questions.
- Andrew: Aided in generation of kickoff questions.
- Branson: Aided in generation of kickoff questions.
- Aaron: Aided in generation of kickoff questions.
- Ethan: Aided in generation of kickoff questions.
- Jonathan: Aided in generation of kickoff questions.

ACTION ITEMS

- Dylan: Begin working on project proposal research (background info, constraints, stakeholders, etc.).
- Andrew: Begin working on project proposal research (background info, constraints, stakeholders, etc.).
- Branson: Begin working on project proposal research (background info, constraints, stakeholders, etc.).
- Aaron: Begin working on project proposal research (background info, constraints, stakeholders, etc.).
- Ethan: Begin working on project proposal research (background info, constraints, stakeholders, etc.).
- Jonathan: Begin working on project proposal research (background info, constraints, stakeholders, etc.).

NEXT MEETING

Next meeting will be held on February 14th @ 2:30pm
Motion to adjourn was made at 3:45pm and passed unanimously.