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| 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.