Team Name:

Date of Submission: 9/4

Meeting Date & Time: 8:30AM 9/2

Meeting Location: RSC

Meeting Duration: Approximately 45 minutes

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| --- | --- | --- |
| Team Members | X = Present | Notes |
| Hector Vazquez | X |  |
| Vladimir Nava | X |  |
| Kian Farley | X |  |
| David Leung | X |  |
|  |  |  |

Progress:

Team roles:

Lead can be negotiated and the role split apart.

Kian worked as the scribe for the meeting.

Vladimir working in the future as time keeper.

Hector working as project manager.

David working as facilitator.

Info for code of conduct:

The team is hoping that the professor talks about this during class on Friday.

Discussion of Team Name:

Ideas: Should be fun and professional, but good enough to make a logo out of.

ShockAndAwe, Shock In Awe, TBD

In the future:

Upload a Google doc of the team code of conduct and have each team member sign the code. Other possibilities include scanning document and sending it around. David will set up the Google doc and send access link to the rest of the team. This will allow each member to input their experience and name, as well as sign the document.

Kian will turn in team minutes for the week.

All – think about team name and possible projects

Do we need to talk to Coach about LORAWAN projects?

Project Tracking (current work): Assignments and activities are to be tracked until completed.

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| Team Member | Assignment | Due Date | % Complete |
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Plan (future work):

A brief description of the tasks and activities the team needs to accomplish work over the coming weeks. As team members pick up assignments, move from this table to the tracking table. Consider future work a running task-list with an expected due date for completion.

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| --- | --- |
| Assignment | Due Date |
| Turn in Weekly Minutes (Kian) | 9/5 |
| Create a Google Doc for Team Contract (David) | 9/5 |
| Fill out necessary information on Google Doc (All) | 9/5 |
| Discuss ideas for project (All) | 9/9 |
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Issues:

Include a brief description of issues the team has encountered, and potential resolutions for the issues. If the team would like staff to help with the issues, this is the appropriate place to request assistance.

Include the schedule for the next meeting:

Meeting Date & Time: 5PM 9/9, the following Thursday

Meeting Location: RSC