

Capstone I Team 5 Week 5 (2/19 – 2/23)

2/19 @ 12:05 PM – 1:03 PM

Attendance: Everyone

Updates:

Garrett: -Update contract with new leadership

Finn: -Safety training finished

Katie: -Formatted Proposal into IEEE format

Ross: -Read over Proposal and made edits

Savannah: -Safety Training finished

Kevin:

Future Tasks:

Garrett:

Finn:

Katie: Finish up and turn in proposal

Ross: Email Roberts about safety training

Savannah:

Kevin:

Discussions/Decisions:

Read over and made edits to the Project Proposal refining the format and grammar.
Unanimously voted that there should be a single group leader and that it should be Garrett.

Talked about a possible way that the writing of the proposal could have gone smoother so that in the future we could have other parts of the project run as smoothly as possible.