

Capstone I Team 5 Week 1 (1/22 – 1/26)

1/25 @ 4:28 PM – 6:40 PM

Attendance: Everyone

Updates:

No updates due to no prior meetings/assignments.

Future Tasks:

Garrett:

Finn:

Katie: - Setup Calendar in Microsoft Teams

Ross:

Savannah:

Kevin:

Discussions/Decisions:

In this team meeting, we laid the foundation for effective collaboration by discussing and creating our team contract. This involved establishing ground rules, defining roles such as Minute Keeper, Scheduler, and Team Representative, and addressing communication channels and conflict resolution. Additionally, we decided upon the order of preference for the given projects given to us through iLearn.