**Meeting notes**

Who and how sees report

Usable

Look at chain of command

Not our job to fix the system just produce methods and set others up to reduce waste

From: Brenden

To: Brenden, Mahlek, Collin, Colin, Taj, Matt

Subject: Team meeting- Friday, October 26, 2018

Present: Brenden, Collin B, Taj, Matt

To Do:

·      Finish the Team Charter

·      Research and draft a proposal

·      Bring ideas to next meeting

Decisions:

·      Brainstormed about project goals

-Decided to remain our focus on the waste stream of the Dining Hall

·      Started creating the task schedule: due 10/5/2018

-Identified major tasks

        -Mapped out Meetings and major due dates

        -started to divide some tasks

From: Brenden

To: Brenden, Mahlek, Collin, Colin, Taj, Matt

Subject: Team Meeting- Sunday, October 28, 2018

Present: Brenden, Mahlek, Colin, Taj

To Do:

* Finish Progress Report draft
  + Fill in blanks/ add new info
* Create a questionnaire for interviews
* Schedule an interview
  + Management Positions > Student Workers

Decisions:

* Researched Progress reports to understand format
* Created an outline of the Progress Report draft
* Talk to Dr. Matteson about CDH/ACES contacts
  + Ask questions about what they already know about the waste stream
  + Determine quantities in order to move forward to creating and proposing a solution

Next Meeting: Tuesday, October 30th, 4:00pm

* Bring questionnaire questions
* Revise Progress Report

From: Brenden

To: Brenden, Mahlek, Collin, Colin, Taj, Matt

Subject: Team Meeting- Sunday, October 30, 2018

Present: Brenden, Mahlek, Collin, Colin, Taj, Matt

To Do:

* Finish Questionnaire

Start lower level employee questionnaire

Print out

* Contact ACES

Schedule Interviews/Meetings

* Take Pictures

Decisions:

* Finished Progress Report
* Researched Project Reports
* Finished Project Outline
* Discussed ways to get pictures

Food

Dumpsters

Trashcans

Next Meeting: Friday, November 2nd, 9:00am

* Bring questionnaire questions

From: Brenden

To: Brenden, Mahlek, Collin, Colin, Taj, Matt

Subject: Team Meeting- Friday, November 2, 2018

Present: Brenden, Mahlek, Collin, Taj, Colin

To Do:

* Update Progress Report
  + Use blackboard comments
* Revise/ add to questionnaire
* Schedule an interview
  + Management Positions > Student Workers

Decisions:

* Started to compile the Questionnaire
* Worked on the Technical Report Outline
* Discussed ways to reduce waste
  + Little poster cards making students aware of food waste
* Researched ACES Employees to contact
  + Discussed possibilities regarding cooks, washers, cleaners, servers, and management
* Had a discussion about the Discussion Board comments
  + Decided to revise the format
  + Decided to revise the introduction
  + Adjust Goals
  + Add to research section

Next Meeting: Tuesday, November 30th, 4:00pm

From: Brenden

To: Brenden, Mahlek, Collin, Colin, Taj, Matt

Subject: Team Meeting- Friday, November 2, 2018

Present: Brenden, Mahlek, Collin, Taj, Colin

To Do:

* All Email ACES Employee
* Interview Student Employees
* Start building the website

Decisions:

* Changed some questionnaire questions to be more suitable for student employees
* Decided to display our report on a website not a blog
* Discussed website design
  + Colors- Green and White (use Blue sparingly)(Black text)

Next Meeting: Tuesday, November 30th, 4:00pm

From: Brenden

To: Brenden, Mahlek, Collin, Colin, Taj, Matt

Subject: Team Meeting- Friday, November 30, 2018

Present: Brenden, Mahlek, Collin, Taj, Colin

To Do:

* All Email ACES Employees
* Revise Technical Report Draft
* Revise Website

Decisions:

* Discussed possible additions to the introduction
  + Possibly include reference to the scale of our dining hall and campus
* Discussed the design of the website
  + Consistency, easy to use, easy to read
  + Proposed ideas to make our findings seem more legitimate
    - Relation to safe environment practices through color, font and header

Next Meeting: Tuesday, December 4th, 4:00pm

From: Brenden

To: Brenden, Mahlek, Collin, Colin, Taj, Matt

Subject: Team Meeting- Tuesday, December 4th, 2018

Present: Brenden, Mahlek, Collin, Colin, Taj, Matt

To Do:

* Implement new data into Technical Report
* Continue revising Technical Report
* Continue revising Website
  + Implement new material into website

Decisions:

* Discussion about the response back from ACES employees
  + Dissection of ACES…
    - Ordering process
    - Waste separation/ management
    - Scale of waste
* Structure planning for new data implementation into technical report
  + Results section
    - Start with ACES system for ordering supplies/ ingredients
      * Estimation systems
      * Already established systems in order to minimize expenses while purchasing what is needed based on estimation process
      * Post cost system
    - Move into ACES waste management system
      * Separation Process
        + Paper
        + Landfill
        + Recyclables
      * Minimization Process
        + Leftovers
        + Recycling
        + Take-out
        + Utility
      * Landfill Minimization Process
        + Compost
        + Garbage disposals
        + Student encouragement

Next Meeting: Wednesday, December 5th, 9:00am