Team Meeting

Date:

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| Attendees:Mukul, Shobini, Parth, Kyle, Jaita, Jacob, Nikhil, Sophia, Tarun |
| Time:3:00-4:30 |
| Location: Alcoa Learning Center |

Tasks Reflection

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| Show everyone how to use and access GitHub to store engineering notebook logs. | We had Vishnu, a senior team member, show us how to access the team’s github. He also showed us how to upload a document to the team’s github. We then created a folder for all our engineering notebook logs. We are planning to document all our logs for meetings in the github, so that we can organize them, and have them all in one place. |
| Discuss Creo training for this weekend | We decided that we would have a creo workshop over the weekend, to practice model actually FTC parts. The workshop will be on either Saturday, or Sunday, and it will be 2-3 hours long. The workshop will be taught by a Creo modeler. |
| Discuss attendance and what we are planning for the Des Moines Mini Maker faire and the FTC Kickoff. | We talked about how many people are currently planning to go to the faire and the kickoff. Currently, 6 people are going to the fair, and the whole team is going to the kickoff. |
| We were talking about finalizing meetings. | Everyone told Sophia when they were available based on their extra-curricular activities. We decide that saturdays and sundays are best for many people. |
| Kickoff for Sept. 9. | We were preparing for how we are present and represent our team there. Our ideas were placing a banner on the table that shows our team name and team number. We are also putting out flyers that has a QR code that directs the user to the team website and a poster board. |

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| Additional Notes: |

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| **Recorded by:** | **Date:** | **Journal Editor:** | **Date:** |
| Mukul Kulkarni | 8/30/2017 | Tarun | 8/30/17 |

Date:

Attendees:

Agile Meeting Questions

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| What did we complete?   * Showed Github to the team.. * Discuss creo * Talk about the Mini Maker Faire * Made meetings * Planned the Kickoff | What could have gone better?   * We should’ve schedule the trip to Des Moines sooner to be more prepared. |
| What can we try next?   * We can work on the Makers fair poster board | Do we have any questions?   * When are we going to make the poster for the Kickoff. Mukul, Shobini, Parth, Kyle, Jaita, Jacob, Nikhil, Sophia, Tarun |