

# **Capstone I Team 4**

## **Meeting Minutes**

8/29/2023

### **Opening**

The first team meeting of Capstone I Team 4 was held at 12:00 PM on August 29, 2023 in the Volpe Library in room 245.

### **Present**

Nate Campbell, Team Member  
Luke Carson, Team Member  
Cole Cooper, Secretary  
Dylan Robbins, Team Member  
Jackson Woodard, Team Lead

### **Absent**

All Present

### **Approval of Agenda**

The agenda was unanimously approved by the team.

### **Approval of Minutes**

The meeting minutes were unanimously approved by the team.

### **Business From Previous Meeting**

The selection of a team lead and a secretary for the team was agreed on. Jackson Woodard was chosen as the team leader, and Cole Cooper was chosen as the secretary. The contract was started and subsequent editing was then done.

### **New Business**

The team has started the process for making a project proposal for the Capstone I project. We selected five different types of sensors for our proposal: flood; mold and moisture; heat and fire; gas and smoke; and electrical. Each member volunteered to research one type of sensor for its history and importance for home maintenance.

### **Additions to the Agenda**

Each member volunteered to research background information over each type of individual sensor. We will discuss some of the background information we find at the next meeting.

**Agenda for Next Meeting**

For our next meeting on September 5, 2023, we will discuss the specifics of each type of proposed sensor.

**Adjournment**

Meeting was adjourned at 2:45 PM by Jackson Woodard. With planning of meeting again on September 5, 2023 at 12:00 PM.

Minutes Submitted by: Cole Cooper

Approved by: Jackson Woodard