

# Meeting Minutes 2/6

**Date:** 2/6/19

**Group Name:** Mind Over Matter

**Start Time:** 12:00

**End Time:** 12:45

**Attendees:** Dalton, Isabella, Kevin, Stephanie, Gabby

**Absent:** NA

**Topic:** Establishing a team contract and contact with customer

## **Pre-meeting Materials for Review:**

- Dr. Deane's website for contract template

## **Agenda:**

- Establish strengths of members
- Create Contract

## **Description of Activities:**

- Customer
  - Stephanie: Contact made with rec sports on the 4th--seem willing to work with us and have an idea for the project.
  - Emailed back to see when available to meet
- Team contract
  - Agreed upon various guidelines for how to conduct ourselves, participate, and communicate.
  - A repercussions were added to the contract and signed by all members

**Action Items:** Attend meeting with customer when everyone is available. Write up Scope Statement and Project Charter

<b>What</b>	<b>Who</b>	<b>By When</b>
Establish meeting with customer	Stephanie	2/7/19
Create Scope Statement and Charter	Everyone	2/20/20 (next meeting)
Create Website	Isabella	2/17/19

**Unresolved Issues:** No response yet from customer about meeting--hopefully this is not a consistent problem.