

Meeting	Week #1
Location	Orchard Commons Room 3068
Date of Meeting	Sept 7th, 2019
Minutes Prepared by	Hin Yao Chow
<b>1. Meeting Objectives</b>	
1) Group Forming 2) Team Expectations 3) Elect Team Lead & Secretary 4) Communication Method & File Sharing 5) Establish Fixed Weekly Meeting Time 6) Goals for next week	
<b>2. Attendees</b>	
Jacob Koo, Hin Yao Chow, Kevin Zhu, Oliver Tian, Martin Battilana, Devang Lamba	
<b>3. Agendas, Notes, Decisions and Issues</b>	
Topic	Discussion
<b>Group Forming</b>	1) Confirmed group roster a) Jacob Koo b) Hin Yao Chow c) Kevin Zhu d) Oliver Tian e) Martin Battilana f) Devang Lamba
<b>Team Expectations</b>	1) Agreed upon fair work delegation 2) Responsibility for individual duties 3) Respectful communication
<b>Team Lead &amp; Secretary</b>	1) Rotating System every month 2) Team Leader for the month is Jacob a) Responsible for communicating between group and project sponsor 3) Secretary for the month is Martin a) Responsible for taking notes during meetings, deliverable submissions and ensuring group is on track

<b>Communication Method &amp; File Sharing</b>	<ol style="list-style-type: none"> <li>1) Communication tool - Facebook Messenger</li> <li>2) Jacob will create a Google Drive folder for file sharing</li> </ol>
<b>Weekly Meeting</b>	<ol style="list-style-type: none"> <li>1) Will finalize a formal and consistent group meeting time after everyone's schedule are fixed</li> <li>2) Next meeting is scheduled on Sept 11th, 3:00 pm, in the Frank Forward room 217</li> </ol>
<b>Goals for next week</b>	<ol style="list-style-type: none"> <li>1) Develop a strong understanding on the technical mechanics of FDM printing</li> <li>2) Create a Gantt Chart</li> <li>3) Begin defining the project objectives</li> <li>4) Begin working on the Project Proposal Report</li> </ol>