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| **MEETING MINUTES – Internal Team Meeting** |
| DATE: September 08, 2014 |
| POSTING TIME: 9/12/14 11:39:18 PM EDT |
| OWNER: Julia Kim |

It was a 15 minutes long introductory meeting. We discussed the following:

* Team Forms: We filled out the Contact Information form with the team members’ information and also worked on the Team Meeting Planner in order to determine meeting times.
  + We determined that internal team meetings would be held on Thursdays at 7:00 p.m. as this was the best time for everyone.
  + If meeting at 7:00 p.m. didn’t work out, we deduced a back-up plan to meet on Fridays at 10:00 a.m. if no Senior Design I lecture took place.