

Meeting Minutes

Meeting 1:

Date: Jan 28, 2020

Type: WhatsApp

Agenda:

- Get to know each other
- Understand each member goals for the semester

Action items:

- Hayfaa: can you create a google drive to save all our documents on

Outcomes:

- A better understanding of the team goals to create a better team dynamic

Meeting 2:

Date: Jan 29, 2020

Type: Face-to-Face

Agenda:

- Discuss the team charter.
- Discuss the task schedule.

Action items:

- Khateeb: Create google doc for both documents.
- Hayfaa: Create a Rough draft for the task schedule.

Outcomes:

- Knowing each member schedule and midterm dates that aids in the distribution of tasks
- Getting to know what to be inputted in the team contract, like conflict resolution and what path to take in resolving the conflict.

Meeting 3:

Date: Jan 29, 2020

Type: Face-to-Face

Agenda:

- Discuss what interviews will be conducted.
- Working on the team charter to submit it by February 1st.

Action items:

- ALL Team members: work on the reviewing and editing the team charter

Outcomes:

- We will interview three divisions (previous senior design of drones, Dr. Yasser in mechanical, and a doctor).

Meeting 4:

Date: January 31, 2020

Type: WhatsApp

Agenda:

- Finalizing the team charter.

Action items:

- Each member should work on his part in the team charter to get to the revision phase

Outcomes:

- Final revision of the team charter to be ready for the submission deadline.

Meeting 5:

Date: Feb 3, 2020

Type: Face- to-Face with Dr. Amy.

Agenda:

- Review the team charter with the professor.
- Ask about our progress

Action items:

- Aida: noting down the improvements to be done for the paper.

Outcomes:

- Having an overview of our progress from a new perspective.
- Understanding the changes to be made for the charter

Meeting 6:

Date: Feb 5, 2020

Type: WhatsApp

Agenda:

- Finalizing the task schedule.
- Brainstorming some interview questions.

Action items:

- Hayfaa: set interview with the drone senior design project
- ward: set date for interview with Dr. Yasser,

Outcomes:

- Brainstorm and distribute parts of research.
- Discussed what possible questions can be asked in the interview.

Meeting 7:

Date: Feb 10,2020

Type: Face-to-Face

Agenda:

- Working on the submission of both the team contract and the task schedule

Outcomes:

- Adding more tasks in the task schedule.
- Redoing the Gantt chart

Meeting 8:

Date: Feb 11, 2020

Type: WhatsApp

Agenda:

- Get the interview question finalized to conduct the interview

Outcomes:

- The interview questions were agreed on by the team and will be used in the interview.

Meeting 9:

Date: Feb 16, 2020

Type: WhatsApp

Agenda:

- improve problem statement.

outcomes:

- discussed and changed crucial parts.

Meeting 10:

Date: Feb 24, 2020

Type: Face-to-Face

Agenda:

- Assess if the timetable will be changed.
- The team charter will continue to be fixed.

- Look for suggestions and improve accordingly the problem statement.

Action items:

- Hayfaa: can you please book a conference room for the next meeting
- Khateeb: please collect the reviews and upload them on the drive

Outcomes:

- The team changed the format of the task schedule
- Ward distributed how to officially fix all the papers as a team.

Meeting 11:

Date: Feb 26, 2020

Type: Face-to-Face

Agenda:

- Review problem statement for submission of the 29th.

Action items:

- Ward: email Dr. Amy with the problem statement when finished.

Outcomes:

- organize and break down tasks in the task schedule.
- received helpful feedback on problem statement.

Meeting 12:

Date: Mar 6,2020

Type: Face-to-Face on Zoom

Agenda:

- Fix the team schedule and charter to its final submission status

Action items:

- Hayfaa: work on the team charter
- Aida: work with Hayfaa on the team charter
- Ward: work on task schedule
- Khateeb: work with ward on the task schedule

Outcomes:

- Submitting both documents

The screenshot shows a Google Sheets spreadsheet titled "Task schedule" with a Zoom meeting overlay. The spreadsheet has columns for Deliverables, Tasks, and Primary Contribution. The Zoom meeting window shows four participants: ward beshtawi (Host, me), Ahmad Al Khateeb, Aida, and Al-Kuwari, Hayfaa.

Deliverables	Tasks	Primary Contribution
Project Management Documents	Team Contract	Hayfaa, Ward, Ahmad
	Proposal memo	
	Gantt Chart	
	Research : Drones	
	Research : Health and Saftey	
	Research : Drones Delivery Services	

Meeting 13:

Date: Mar 9,2020

Type: Face-to-Face on Zoom with Dr. Amy.

Agenda:

- Review the team contract submission.

Action items:

- Hayfaa: note down the comments.

Outcomes:

- Understanding how we could get the contract to its final stage.