I.   Team Assessment Form
- a. Team Objectives
    - i. Objectives are not yet clearly defined – need to meet with Baja team to create goals and specific requirements.
- b. Complementary Skills
    - i. Chris is good at programming
    - ii. Dewey is good with hardware and interfaces
    - iii. Hebe is good with design and leading a team. She's also an active member of SAE.
- c. Team Size
    - i. There are enough people on the team to complete the objectives, and if we need help, SAE is willing to supply extra hands.
- d. Conflict Resolution
    - i. Conflicts should be resolved by civil discourse
    - ii. Members should discuss clearly and calmly their grievances with each other or with the project so that a solution can be found.
- e. Holding Team Members Accountable
    - i. Deadlines should be clearly and fairly defined, and members should be held accountable for meeting those deadlines, at the discretion of the group
        1. Deadlines are important to clearly define whether a goal has been met. It helps to prevent "it's almost done" syndrome.
- f. Holding Effective Meetings
    - i. Meetings will be held in a quiet place
    - ii. Each member of the team should feel comfortable sharing their opinions
    - iii. Meetings will cover both new and old items, and will include status reports from each team member on their role in the project

II.   Meeting Scheduling Checklist
- a. Chris has been tasked with taking notes for meetings going forward.
- b. Weekly team meetings will coincide with SAE meetings on Sundays at noon
    - i. SAE meets Sundays at 1pm so we have made sure that team members are available to attend both meetings if need be, as decided on a week-by-week basis.
- c. We will meet with Dr. Frank and/or a new project advisor on Tuesdays at 2pm
    - i. We met with Dr. Frank and he informed us that a new project advisor may be assigned, but in the mean time we will have weekly meetings with him.

III.   Code of Conduct
- a. Team members were assigned roles as outlined in the Code of Conduct
- b. Team came to an agreement on rules and policies as outlined in the Code of Conduct