EECS 541
Capstone Project Meeting Minutes

Date:

Attending/Absent:

Meeting Agenda:

Who was in each of these roles, and what tasks did they perform:
Leader, Facilitator, Recorder, Timekeeper, others (members).

Meeting Minutes (what was discussed, problems raised, issues resolved, future assignments, timelines, etc.):

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Using (Myers Briggs) Personality Test Results Report
Individual Report

Use the results of the Personlity test to:
1. Identify your own strengths and that of your team
2. Identify gaps in your team
3. Avoid and resolve conflicts
4. Assist personal and career development (what kind of work/job is most suited for you)
5. Work together more effectively
6. Discover and develop strengths and hide/eliminate weaknesses

Your end report should include an section explaining how each individual and each team used the results of the *personality test*, and where did it help.

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Conflict Identification and Resolution Report
Individual Report

We will use the conflict categories identified in the slides:
Design decision, Workload imbalance, Capability deficiency, Personality, and Miscommunication

You have available the following conflict management strategies:
Competition, Compromise, Avoidance, Smoothing, and Collaboration

Report should:
1. Identify and explain conflicts during the project
2. Categorize each conflict
3. Describe how each conflict was resolved
4. Categorize the conflict management strategy used