ECE 441 Fall 2021

WEEK # GROUP MEETING LOG

Lab Session: \_\_\_\_\_\_\_\_

Group Number: \_\_\_\_\_\_\_\_

Instructor: Dr. Jafar Saniie

Due Date: 0#-##-2022

Acknowledgment: I acknowledge all of the work (including figures and codes) belongs to me and/or persons who are referenced.

Member 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Replace This Text with Your Project Title]

Project Goal:

*Describe the goal of your project here.*

Standards used in Project:

*List the standards you used in your project here. (I2C, SPI, RS-232, Bluetooth, Zigbee, IEEE 802.3, IEEE 802.11, IEEE 802.15, etc.)*

System Constraints:

*Describe the constraints of your system here. Notable items include cost, power requirement, efficiency, size, connectivity, robustness, security and feasibility, etc. You don’t need to be precise from the start, but those constraints should be more and more clear as you carry on with the project.*

Prior Knowledge Acquired Critical to Design Project:

ECE 100, ECE 211, ECE 213, ECE 218, ECE 242, ECE 307, ECE 308, ECE 311, ECE 319, CS 115, CS 116, CS 330, CS 350, CS 351

*Highlight related course number in yellow and describe relevance.*

*Example:* ECE 211 – Circuit Design

Meeting 1

| Date | 08/31/2021 |
| --- | --- |
| Start Time | 1:00 PM |
| Duration | 2 hours 11 minutes |
| Attendance | All attended/\*name\* missing |

1. **Agenda**

Include the list of topics you discussed during the meeting.

1. **Tasks**

Include the list of tasks (actions taken or agreed to be taken) you specified during the meeting. You can also list rejected tasks should you consider those worth mentioning. You should record who made motions/suggestions, who seconded and approved, etc.

1. **Work Distribution**

Member 1 Name:

Member 2 Name:

Member 3 Name:

1. **Progress and Milestones**

List the progress/achievements you made during the meeting.

1. **Next Steps**

What you plan to do for the next meeting. List date and time for next meeting if possible.

Meeting 2

| Date | 09/03/2021 |
| --- | --- |
| Start Time | 1:00 PM |
| Duration | 2 hours 3 minutes |
| Attendance | All attended/\*name\* missing |

1. **Agenda**

Include the list of topics you discussed during the meeting.

1. **Tasks**

Include the list of tasks (actions taken or agreed to be taken) you specified during the meeting. You can also list rejected tasks should you consider those worth mentioning. You should record who made motions/suggestions, who seconded and approved, etc.

1. **Work Distribution**

Member 1 Name:

Member 2 Name:

Member 3 Name:

1. **Progress and Milestones**

List the progress/achievements you made during the meeting.

1. **Next Steps**

What you plan to do for the next meeting. List date and time for next meeting if possible.