Team Meeting Agenda

April 20, 2014

html | pdf

Taking minutes

Opcom

- JrFLL
  - PA LEGO Ninjagos (2013 season)
- FLL
  - TBD (2014 season)
- FRC
  - Team 5064 ("Opcom" for 2014 season)

Team 5064

Who is who in the Team Management

- Team Director: Russell
- Technical Manager: Allan
- Programming Manager: Russell
- Team Coordinator: Mario

Team 5064 Team Captains

Subteams report to Team Managers in brackets. Positions in **bold** need to be filled today

- **Outreach** (Mario)
- **Marketing & Branding** (Mario)
- Safety (Allan)
- Parts & Tools (Allan)
- Mechanical (Allan)
- Electrical/Pneumatics (Allan)
- Programming (Russell)
- Strategy/Drive/Rules (Russell)
- Scouting (Russell)

- Awards (Mario)

Team handbook

Being put together - but not done yet.

Team web site: www.5064.ca

- Not ready yet!
- Projected "release" date May 8 (Next Wednesday)
- Mario responsible for web site, but...
- will be managed by students in Marketing & Branding subteam (one day)

Marketing & Branding subteam

- Develop and maintain team's web site, produce swag and flair
- Address *issues* (bugs, typos, errors, etc) as reported in the Issue Tracking System
- ICT credits (COM 1055, COM 2055, COM 3075, COM 3155,...)
- We need a Marketing & Branding Captain today (deadlines are approaching)!
- Web monkey team will meet weekly (separately from our Wed 4-6 meetings)

...everyone else

- Providing sensible ideas and constructive feedback on website

Reporting *issues*

- Report bugs, typos etc. using **only** the issue tracking system (do not email or post on FB)
- Important stuff to keep in mind when using the issue tracking system:
- Be specific and accurate (because if we cannot find/reproduce the bug/typo/issue we cannot fix it)
- Be civil, courteous and professional (everything posted is public and has the potential to haunt you for the rest of your life)
- Keep it short, but not too short!
- Issue tracking system demo

Outreach

Upcoming events

- **Inner City Community Outreach event at McEwan** (June 1, 10-1pm; inner city families; 6-12yrs; demo of Vlad)
- **K-Days** (July 18-27, noon-11pm; demo of Vlad + Mindstorm sumo wrestling)
- **Department of Mathematics, UoA** (August 19, 1-4pm; junior high; demo of Vlad and hands-on Mindstorm sumo wrestling)

Outreach student participation

- Required participation: McEwan
- Participation in at least one of these is required: K-Days or UoA

Getting outreach on the road

- We need an Outreach Captain today (everyone else has to pitch in)
- List of students and mentors that can make it (technically student participation is required)
- Need to build a crazy cool pit (to be used for competitions but - more urgently - for outreach)
- We need swag and flair (the responsibility of the Marketing & Branding subteam)

For mentors

- Mentor Coffee meeting (mentor training, biweekly)