

## Week 5 Meeting Minutes, Team 2

Saturday, February 24, 2024 2:13 PM

### Group meeting overview:

The required meeting for Week 5 occurred on February the 21<sup>th</sup>, 2024 from 2:30 PM to 3:30 PM. During the meeting, the group discussed our thoughts on our assigned project, and attended the SME meeting with DEVCOM'S Subject Matter Experts.

### Attendance:

There was full team attendance during this meeting, and communication was maintained throughout the course of the meeting so that all members of the group had an equal say in group decisions. Three of the four M.E. team members were also present.

### Updates:

The project Proposal was submitted in ilearn on February the 19th

### Notes:

The team was asked by DEVCOM during the meeting to give an update on what they had been working on and went on to discuss the Project Proposal during the meeting as well as note that we were still looking into narrowing our options to the most feasible, and probable to accomplish our goal. Time was taken for the full team, both Mechanical and Electrical Engineering students, to be able to ask any questions they had for the SME's in order to gain a further understanding into more complex areas of the project, as well as obtain feedback from DEVCOM on the team's base ideas that were on the table at this point.

### Planned Tasks going forward:

- Each member was asked to monitor the Teams chat for any updates
- Each member was asked to familiarize themselves with the conceptual design process before the next ECE 4961 lecture

### Takeaways/Quick Bullet points:

- Monitor Teams for Week 6 meeting times