

## Week 2 Meeting Minutes

Wednesday, September 04, 2024 4:35 PM

### Group meeting overview:

The required meeting for Week 2 occurred on September the 4<sup>th</sup>, 2024 after the lecture section that day. During this meeting the group took the time to address any concerns for the upcoming week.

### Attendance:

There was full team attendance during this meeting, and communication was maintained so that all members of the group had an equal say in group decisions.

### Updates:

- Signoffs are being completed, some parts have arrived but not digging too much into them yet

### Notes:

This meeting was spent preparing for the upcoming meeting with our sponsor, Professor Rentschler, in his office just before the lecture section today, August the 28<sup>th</sup>. The team also took time to look back into different details of there signoffs to jog their memory from over the summer break. Each member was reminded of upcoming due dates.

### Group Assignments

- Adam- Purchase order form
- Allen - start work on prototype
- Colby - start work on prototype
- Tyler - Completed rough draft of subsystem design microcontroller code, and beginning to work on creating 3d printing models for subsystem.
- JT - Submit camera for sign off, and continue refining camera tracking algorithm
- Jonah - looking into proximity sensors workings/mountings w/ Brett Snoderly

### Planned Tasks going forward:

- Each member was asked to monitor the Teams chat for any updates
- Each member complete or look over their Detailed Design document
- Complete BOMs as necessary

### Takeaways/Quick Bullet points:

- Monitor Teams for updates
- Work on the Detailed Design document/BOMs

