

Week 1 Meeting Group 2 [1/24/24]

Monday, January 22, 2024 5:35 PM

Group meeting overview:

The meeting for Week 1 occurred on January the 24th, 2024 After the ECE 4961 lecture session. The team decided to go ahead and meet at this point in the week, since a discussion needed to be had before the next scheduled team meetings in week two. The topics that needed to be discussed before week 2 began, was the ranking of the possible Capstone Projects along with the layout and the writing of the Team Contract.

Attendance:

There was full team attendance at the start of this meeting, and communication was maintained throughout the course of the meeting so that all members of the group had an equal say for those that were unable to stay in-person for the duration of the meeting.

Updates:

Our first meeting had no updates.

Notes:

The team worked together and established a ranking system on the 'Teams' group chat where each member was able to post their own top three choices for a project. A weighted point distribution was applied across each members rankings and the total points each project received was tallied up for the final rankings. The team also worked on a great portion of the Team Contract during the meeting.

Planned Tasks going forward:

Going forward, each member was asked to monitor the Teams chat for any updates as well as to be brainstorming on new ideas to propose for the Team Contract on the next team meeting on Monday January 29th, at this meeting we will work to finish the Team contract and go over the finalized project ranking results.

Takeaways/Quick Bullet points:

- Brainstorm ideas for Team Contract (All members)

