Week 4 Meeting Minutes, Team 2

Monday, February 12, 2024   12:43 PM

Group meeting overview:

The required meeting for Week 4 occurred on February the 14th, 2024 from 2:30 PM to 3:30 PM Before the ECE 4961 lecture session. During the meeting, the group aimed to discuss our thoughts on our assigned project, hash out any feedback on the Project Proposal, and meet with the Mechanical Engineering team (ME team).

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:

Since our meeting in week 3, a meeting with DEVCOM occurred on February the 7th, 2024 after the ECE 4961 lecture section, in which the team asked questions about any grey or questionable areas which furthered our understanding of the project scope.

Notes:

The team worked together and discussed the Project Proposal during the meeting, and each member gave the group an update in how their sections were going. For reference, during the last meeting, the sections were attempted to be split as evenly as could be, taking into consideration the research that might go into writing some section, as well as a student's familiarity with the topic. The team also set up some planned tasks going forward concerning the proposal which will be noted in the sections below. The M.E. team also attended this meeting, so time was taken for the full team, both Mechanical and Electrical Engineering students, to be able to introduce themselves. The remainder of the time was spent answering any questions the M.E. students had about the our ideas on the Interceptor as well as curiosities about the scope itself.

Planned Tasks going forward:

- Each member was asked to monitor the Teams chat for any updates
- Each member was given the task to finish their proposal sections by noon on Friday, February 16th
- Each member was given the task to read over the other students sections and apply feedback to the Project Proposal by noon on Saturday, February 17th
- Each member was given the task to make a corrective action on the feedback applied to their section by 5P.M. on Sunday, February 18th
    - Planned Proposal Sections Per member
        - Adam Morrow: Personnel and Skill Sets, Necessary Software, Budget and Timeline, Conclusion
        - Allen Watson: Measures of Success, Constraints, Specifications
        - Colby Drake: Background, Broader Impact, Summary of the problem
        - James Jones: Existing Solutions, Critical Unknowns, Sensor portion of possible solutions
        - Jonah Burke: Standards, Difficulties/Challenges (Also opted to aid team member should any struggle with their sections)
        - Tyler Kasuboski, Introduction, Outline, Interceptor portion of possible solutions (Also opted to aid team member should any struggle with their sections)

Takeaways/Quick Bullet points:

- Work for Project Proposal
- Brainstorm ideas for possible Project solutions
- Monitor Teams for Week 5 meeting times