9/23/21 Meeting Minutes  
Topics to discuss

Plan of Action

What needs to be done

**7:41 PM - Meeting Started - 8:47 PM Meeting End  
9:08 PM - Meeting Started Pt. 2 - 10:20 PM Meeting End**

**Team Name -** Cold Fries

**Location met -** Discord

5/5 Attendance - Everyone Present

**7:41 PM - Meeting Started  
7:42 PM - Project planning paper collaborative work**

**8:45 PM - Ended meeting of 9/23**

**9/24/21**

**9:12 PM - Discussing Mid-Term Presentation**

We are presenting next week. Kenny will be the main presenter. We will refine our research after the presentation. Research connectivity and domain online/offline

**9:20 PM - Plan of Action :** Starting next week, begin looking at the cost of materials and resources. Have a meeting before and after the presentation

We might want to do deliverables, have tasks that everyone should have done by the next meeting. As for right now, we will trust word of mouth. Kevin is willing to be flexible on work accomplishments but if we need to have extra reinforcement he will step in and help end deliverable issues with team members.

Finish up the project planning paper, it is due sunday

We want to have a meeting before and after the presentation on October 1st.

**9:59 PM - Wrap-Up**

**Summary of Meeting (1 to 2 paragraphs)-**

**Our two meetings this week were primarily over doing the project planning paper. A lot of thought was put into time frames in which we meet deadlines and finishing research is one of the first deliverables we all need to accomplish. We are trying to put ourselves into a good position to be ready for our midterm presentation next week and will meet again before the meeting to solidify that performance.**

**Total Meeting Time - 2 hour 18 mins**

**Individual Contributions (1-3 sentences)**

**Kenny -** Planned the meeting and assigned tasks. Created and started the project planning paper and the outline for the meeting minutes. Created sketch of one group member’s interpretation of the Pet Feeder.

**Kevin -** Added a good amount of research to the project. Had questions to clarify deliverable deadlines and make sure that we all meet our goals. Process in place as of now to make sure we meet those goals going from lax to helpful to demanding with kenny when needed. We all want to do well and pass and whatever it takes to meet that goal and do well on the project we will attain. Helped with the writing of the project planning paper; specifically sections 1,2,5,8

**Khai -** Discussed topics to research for the project and the final draft of the project has been designed within 3DExperience. Talks of attachments and the final look were reviewed.

**Michael -** Discussed and led evaluation of all our 3D model/drawing mockups. Talked about needed features and placements of physical/modular attachments and where things should go. Discussed software development cycle methods we should work on.

**Davin -** Helped write the project planning paper. Also gave some input regarding research of how to get the product connected to the internet and how potentially difficult it could be.

**Team accomplishments for the week (1 to 2 paragraphs)-**

Began working on the project planning paper on Thursday and are finishing throughout the rest of the week into Sunday. While working on that paper, we discussed what needs to be put under each part and relied on the team’s whole effort to see it finished and somewhat polished. We plan to meet this next week before the midterm in order to crisp our presentation as well as delve further into research. We realize research needs to be done quickly in order to maximize our time designing, implementing and iterating until we reach desirable outcomes. Looking into the future plans, we know that we need to continue our research in order for us to succeed. We want to verify what it is we are making and exactly what we want the project to have and incorporate. By researching, we will determine what is viable, what is needed, and how it can all be done. With sketches and models being made, this gives us a better scope as to what it is we need and what it is we will continue to need in order to create the best outcome for our project.

**Issues -**

When it comes to beginning the project, we are still looking at ideas as to how to create this project. If we spend too much on planning, we may not have enough time/resources allocated for us to execute this project successfully. In addition to that, we had a lot of ideas ready for the pet feeder, but too much ambition may create a hindrance in the project.

**Tasks that were assigned/ Plan:**

The following week is midterms. We plan to wrap up the greater portion of research before this so we have a good understanding of the outcomes we want to have included in the design for presenting. With that, we will be getting together to hash out ideas and have our midterm presentation ready; this will take some time. After the midterm we will take all the information given by the professor and classmates and decide on what we should and shouldn’t implement from their ideas and see where we’re lacking at this stage as a team. The aforementioned will be a separate team meeting next week. In that meeting we will also come up with parts to purchase and start thinking about implementation of our design.

**Next Meeting Date & Time - Thursday 9/30**

**Meeting Location -** Discord