C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif **Team Minutes for Group 4 – Lightning McSEED**

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| **Team Members’ Names** |
| *Bailey Oteri* |
| *Jordie Weber* |
| *Trevor Wolf* |
| *Daxton Garner* |
| *Name* |
| *Name* |

**Meeting Agenda Template**

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| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance | *Record members present (if absent, include reasons and whether teammates were notified in advance).* |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. | *Team members report on what has been accomplished. Record notes of those reports here.* |
| 4. Summarize work completed during meeting | *Summarize discussion and work accomplished.* |
| 5. Review action items to be completed after meeting | *Who will do what by when?* |
| 6. Schedule next meeting | *Note time, place, and purpose.* |
| 7. Recording secretary | *Note who took the meeting minutes and the date that meeting minutes were circulated by e-mail.* |

**Meeting 1**

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| **Meeting Date:**  ***9/20/2023*** | **Start Time: 1:13 pm End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance | *All Present* |
| 2. Purpose of Meeting | *Complete team charter, divide tasks for mini project and plan work for it* |
| 3. Discuss work completed since last meeting. | *Bailey: Assignment 1 and 2 – Computer vision and Communications* |
| *Jordie: Assignment 1 and 2 – Computer vision and Communications* |
| *Trevor: Assignment 1 and 2 – Localization and control* |
| *Daxton: Assignment 1 and 2 - Localization and control* |
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| 4. Summarize work completed during meeting | *Team Charter contract document completed and submitted. Planned work for mini project* |
| 5. Review action items to be completed after meeting | *Bailey: Start code for communication between Arduino and Pi* |
| *Jordie: Start code for scanning aruco markers with camera* |
| *Trevor: Start code for spinning wheels to correct angles given input signals – code implementation* |
| *Daxton: Start code for spinning wheels to correct angles given input signals – MATLAB/Simulink* |
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| 6. Schedule next meeting | *9/20/2023 Noon, hoping to start coming to class an hour early so we have 2 hours three times a week to work on projects.* |
| 7. Recording secretary | *Bailey Oteri (boteri@mines.edu)* |

**Meeting 2**

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| **Meeting Date:**  ***9/22/2023*** | **Start Time*: 1:00 pm* End Time: *1:10 pm* Summary of Meeting** |
| 1. Attendance | *Bailey, Jordie, Trevor (Daxton is sick)* |
| 2. Purpose of Meeting | *Determine progress and what work for mini project will look like workload wise for each member* |
| 3. Discuss work completed since last meeting. | *Bailey: Read mini-project documentation and gather code from last assignment to use* |
| *Jordie: Read through aruco documentation given and created new files for project* |
| *Trevor: Built hardware* |
| *Daxton: Unknown (sick)* |
| *Team member:* |
| 4. Summarize work completed during meeting | *Realized that this project is going to be more work for Trevor/Daxton so looked into ways Bailey/Jordie can assist with localization and control* |
| 5. Review action items to be completed after meeting | *Bailey: Unable to work between now and Monday* |
| *Jordie: calculations for marker position in camera frame* |
| *Trevor: Start control code* |
| *Daxton: Unknown (sick)* |
| *Team member:* |
| 6. Schedule next meeting | *Friday, 9/29/2023 at 1 pm* |
| 7. Recording secretary | *Bailiey Oteri (boteri@mines.edu)* |

**Meeting 3**

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| **Meeting Date:**  ***9/29/2023*** | **Start Time: 1:00 pm End Time: 1:10 pm**  **Summary of Meeting** |
| 1. Attendance | *All Present* |
| 2. Purpose of Meeting | *Combining parts of mini project to hopefully have a working prototype by the end of the class period.* |
| 3. Discuss work completed since last meeting. | *Bailey: Code to have Arduino and Pi communicate.* |
| *Jordie: Code to aruco detection on Pi and output marker location on screen.* |
| *Trevor: Implemented PI control and started tuning for motor and finished hardware building.* |
| *Daxton: MATLAB, Simulink, and motor control development.* |
| *Team member:* |
| 4. Summarize work completed during meeting | *Combine everyone’s code and test system. Jordie created Readme() file in Gethub. Bailey, Trevor, and Daxton troubleshooting and tuning project.* |
| 5. Review action items to be completed after meeting | *Bailey: Fix Arduino and Pi comms.* |
| *Jordie: Speed up camera frame rate.* |
| *Trevor: Add relevant info to Readme() file and help fix Arduino and Pi comms.* |
| *Daxton: Add relevant info to Readme() file.* |
| *Team member:* |
| 6. Schedule next meeting | *October 6, 2023 at 1 pm unless determined needed sooner for starting next assignment* |
| 7. Recording secretary | *Bailey Oteri (boteri@mines.edu)* |

**Meeting 4**

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| **Meeting Date:**  ***10/06/2023*** | **Start Time: 12:57 pm End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance | *Jordie and Bailey (Daxton sick, Trevor on vacation)* |
| 2. Purpose of Meeting | *Planning Demo 1, Reflect on Mini project* |
| 3. Discuss work completed since last meeting. | *Bailey: None – was sick* |
| *Jordie: Studied for Demo 1, generated 5cmx5cm markers* |
| *Trevor: Started building new setup* |
| *Daxton: Started new Simulink control system* |
| *Team member:* |
| 4. Summarize work completed during meeting | *Tentative schedule created for demo 1*  *Officially due Oct 23, Plan to demo on Oct 20, no class on Oct 16 due to fall break. Therefore, first full attempt everything combined on Oct 13th.* |
| 5. Review action items to be completed after meeting | *Bailey: Code for PI for Demo 1, figure out why Arduino was not communicating with the PI last week possibly* |
| *Jordie: Code for PI for Demo 1* |
| *Trevor: C++ for Demo 1* |
| *Daxton: MATLAB/Simulink for Demo 1* |
| *Team member:* |
| 6. Schedule next meeting | *10/13/2023 1 pm* |
| 7. Recording secretary | *Bailey Oteri boteri@mines.edu* |

**Meeting 5**

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| **Meeting Date:**  ***10/11/2023*** | **Start Time: 1:41 pm End Time: 1:50 pm**  **Summary of Meeting** |
| 1. Attendance | *All members present* |
| 2. Purpose of Meeting | *Weekly meeting, working on Demo 1 and presentation slides* |
| 3. Discuss work completed since last meeting. | *Bailey: Helped with Python code for PI for Demo 1, crated slideshow for presentation*  *Jordie: Leading on Python code for PI for Demo 1, math necessary to find angle between camera and marker*  *Trevor: Implemented PI controller for each wheel and wrote rotation code.*  *Daxton: wrote straight line code for Arduino, tuning and debugging robot movement* |
| 4. Summarize work completed during meeting | *PID tuning, presentation work, mathematic computing for PI* |
| 5. Review action items to be completed after meeting | *Fall break, no work expected from team until next meeting on Oct 18.* |
| 6. Schedule next meeting | *October 20, 2023 Noon* |
| 7. Recording secretary | *Bailey Oteri, boteri@mines.edu* |

**Meeting 6**

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| **Meeting Date:**  ***10/20/2023*** | **Start Time: *1:00 pm* End Time: *1:05 pm***  **Summary of Meeting** |
| 1. Attendance | *All present* |
| 2. Purpose of Meeting | *Demo 1 – due Monday, hoping to finish it up today* |
| 3. Discuss work completed since last meeting. | *Bailey: Completed presentation and script for presentation*  *Jordie: Completed calculations and coding for PI for Demo 1*  *Trevor: Attempt to implement derivative controller*  *Daxton: Attempted to balance wheel speed via encoder* |
| 4. Summarize work completed during meeting | *Bailey: Record each member speaking their parts of presentation*  *Jordie: Test PI*  *Trevor: Debugging*  *Daxton: Debugging* |
| 5. Review action items to be completed after meeting | *HOPEFULLY Demo 1 will be ready by the end of this class, so that we will not have to work over the weekend and can demo on Monday. Then we will start planning for Demo 2 next week.* |
| 6. Schedule next meeting | *Next Friday October 27, 1 pm.* |
| 7. Recording secretary | *Bailey Oteri boteri@mines.edu* |