**EE4953 – EE/CpE Capstone – Laser Show Team – Meeting Minutes**

**Location:** Stocker Center Rm 326 (EECS Essman Conference Room)

**Date:** 19 October 2022

**Time:** 17:00 – 18:00 ET

**Attendance:** Dominic Benintendi, Drew Edmonds, Ian Gant, Aditya Sahi : Dan Allwine

**Not Attending**: Tianyi Cai (Absent due to prior commitment)

**Discussion:**

1. General introductions and overview

Everyone in attendance was already acquainted, so no introductions were needed.

Dan discussed the general purpose of the meetings, including:

* The expectation that the student team members would be responsible for managing the meetings going forward. This includes running the meeting and recording meeting minutes.
* There is significant flexibility granted to the team to manage things as they see fit – as long as the process is rational and consistent. From time to time, each team member may be asked to run all/part of a meeting in order to gain experience.

Dan went on to discuss the process and need for meeting minutes, which includes:

* Allowing those not in attendance to understand all major actions taken by the team and to have a general grasp of 80-90% of what transpired. By necessity, minor details will be left out.
* Another highly important element of the minutes are action items, whereby each project stakeholder (team member, advisor, etc.) may be assigned specific tasks if/as needed along with specific deadlines. This represents a major tool for maintaining accountability and keeping the project on track.
* Minutes should also capture the results of risk assessment and mitigation planning activities.
* The minutes should be circulated to the attendees for comment in a timely fashion after the meeting, and they should be ratified during the subsequent meeting (pending any needed edits). Once ratified, the minutes become “law” for the team.

Finally, Dan indicated that the team must develop an effective mechanism for communication, file sharing, administrative organization, etc. At a future point, the team shall be required to discuss this.

1. Round-table discussion:

What interested you in the project? What is envisioned, and what are suggested features? The team has some latitude in establishing the specific nature/scope of the project.

Individual comments:

* Ian: Interested in persistence of vision and use of MEMS technologies. A related concept could be fabrication of a rotating LED display.
* Dominic: Interested in concepts regarding how to harvest/encode image data for display. Vector graphics is an obvious mechanism, but there are others.
* Aditya: Interested in laser technology and the software required to manage the images.
* Drew: Interested in laser technology.
* Dan: Changing the topic from laser projection to a rotating LED display is permitted. The team is allowed to decide this (first action item).

1. Other discussion: The 5-6pm meeting time on Thursdays and Fridays is no longer possible.
2. Action Items:

**Who**: Entire Team **Deadline**: Next Meeting (Sooner if possible)

Conduct additional discussion to establish the overall scope of the project. In particular, this includes whether the project focus will change from laser projection to a rotating LED display. This could involve additional interaction with Dan and/or Tianyi, prior to the next meeting. This will allow project inception and design requirements to be firmly established.

1. Next Meeting: **17:00 ET – Wed, 26 Oct 2022 (EECS Conference Room, if available)**