Team Meeting - 1/21

**Accomplishments**

* Allocation of communications and project storage platforms (Slack channel for communications, scheduling meetings, Google Drive folder for storing important project files)

**Notes**

1. **Assignment of Lead Roles**

* Project Lead(responsible for communicating deadlines, arranging and leading, taking, notes on meetings, etc.): Justin Campbell
* Communications Co-Leads (responsible for establishing points of contact and communicating with faculty, supervisors, and customers): Preston Hart, Rohan Wariyar
* Technical Co-Leads (responsible for guiding the team through technical decisions using literature and technical documentation): Nicholas Aufiero, Ryan Ylagan

**In Progress**

* Determination of project topic/subject
* Assignment of team roles and leads
* Determination of weekly meeting dates and times

**Next Steps**

* Determine strengths and weaknesses and assign team roles for project (It is mentioned that everyone must play a technical role in the project and roles can be rotated through or combined. There must be three assigned roles in addition such as a “Project Lead”, “Communications Lead” and “Technical Lead”.
* Finalize project topic and email instructor with underlying problem statement, needs, engineering constraints, type of product (hardware and/or software) and perhaps mention of industry contacts/partners

I’m thinking what we can do is go through with the survey by assembling two subjects from each team member and then have each team member complete a survey that determines the most popular option. Then, we can take that subject and brainstorm problem statements in that field and come to a conclusion and present it to the instructor via email over the weekend. As a backup option, (under the condition that this proposal is rejected) we can develop a survey using the pre-approved options and rank these from perhaps #1 - #3 in order of preference and then do the same with these most popular options.