Team Name: WuShockGo

Date of Submission:     09/19/2021

Meeting Date & Time:   09/17/2021 @ 5:30PM

Meeting Location:              DISCORD

Meeting Duration:             90 minutes

| Team Members | X = Present | Notes |
|---|---|---|
| Dan Khuu | X | On Discord |
| Karishma Bhakta | X | On Discord |
| Sriram Srinivasan | X | On Discord |
| Tan Tran | X | On Discord |
| Fitri Rozi | X | On Discord |

Progress:

Team accomplishments for the week: A short narrative, typically 1-2 paragraphs, should include decisions made by the team as a result of the team discussions, and how the team arrived at the decision.

This week we started off by discussing what our goals were for the meeting. We discussed that our goals were 1. Discuss project plans and who will do what, 2. Complete Weekly Minutes, and 3. Write up the first half of the Project Planning Paper. We also discussed a study plan to prepare for the Graded Skills Assessment. We then moved on to our Project Planning Paper. We discussed our Design Constraints. We had to think carefully of what constraints we would have on our project.

Next, we talked about our Initial Thoughts. Karishma suggested that our Initial Thought would be basically creating a map for WSU students to navigate. Tan shared some interesting information regarding Apple Maps. He shows us the 2D and 3D viewing and how the new Apple Maps will show buildings. This information was interesting for our project because we planned on creating a WSU map for students to navigate. As a group we thought of supporting details for our initial thought. We then moved on to our second half of the Initial Thoughts. Sriam suggested collecting multiple resources and putting it onto one webpage. Fitri added that we can create hyperlinks to a reference external web page. Dan pointed out who would update the information on the website when we leave. This was something we had not thought of so we thought of thinking about it. We then

decided to end the meeting since we had got almost half of the Project Planning Paper, and Karishma let everyone know that the next meeting would be Friday September 24 @ 5:30PM.

Individual contributions: A brief narrative (1-3 sentences) made by **each team member** summarizing their respective activity for the past week.

Dan Khuu: My group and I discussed and helped to modify the Project planning. We also had a little discussion about the midterm presentation. Also, our team created a study plan and prepared for the REAL Skill Assessment.

Karishma Bhakta: This week my group and I went over our Project Planning Paper. I brought over the Project Planning Paper templates from Blackboard to our Google Drive for our team to discuss which is best for our team. I suggested a few initial thoughts to help start our paper.

Tan Tran: This week we go over our group Project and re-assigning roles within our group project. Then discussed researching ideas. Then go over with the group Project Planning providing initial thoughts about the projects.

Sriram Srinivasan: I discussed with the team and helped out with the project planning paper. My team clarified our roles and provided several initial thoughts on what needs to be done to make progress within the project. My team and I finally discussed who needs to do which research, went over a few relevant ideas, and made plans on getting small chunks of the project planning proposal paper done so we don't have to do everything next week.

Fitri Rozi:  My team and I brainstormed what we would like to have on our project planning paper. We discussed the primary project proposal, design constraints, and three points of initial thoughts. For each initial thought, we provided specific details about it. Towards the end of the meeting, we briefly talked about what points we have left to cover.

NOTES:

1) A team member present at the meeting but making no contributions risks a ZERO for the weekly minutes.

2) A team member missing the meeting without providing data to the team in advance of the team meeting risks a ZERO for the weekly minutes.

3) A team member missing more than two weekly team meetings and having no significant contact with the team risks a ZERO for weekly minutes and a ZERO for any assignments completed by the team when absent

Project Tracking (current work): Assignments and activities are to be tracked until completed.

| Team Member | Assignment | Due Date | % Complete |
|---|---|---|---|
| Dan Khuu | Project Planning | 9/26 | 50% |
| Karishma Bhakta | Project Planning | 9/26 | 50% |
| Tan Tran | Project Planning | 9/26 | 50% |
| Sriram Srinivasan | Project Planning | 9/26 | 50% |
| Fitri Rozi | Project Planning | 9/26 | 50% |
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Plan (future work):

A brief description of the tasks and activities the team needs to accomplish work over the coming weeks. As team members pick up assignments, move from this table to the tracking table. Consider future work a running task-list with an expected due date for completion.

| Assignment | Due Date |
|---|---|
| Weekly Minutes | 9/19 |
| Project Planning | 9/26 |
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Issues:

Include a brief description of issues the team has encountered, and potential resolutions for the issues. If the team would like staff to help with the issues, this is the appropriate place to request assistance.

 No Issues.

Include the schedule for the next meeting:

Meeting Date & Time: 9/24 @ 5:30PM

Meeting Location: Discord