

Team Name: WuShockGo

Date of Submission: 10/24/2021

Meeting Date & Time: 10/22/2021 @ 5:30PM

Meeting Location: DISCORD

Meeting Duration: 60 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 discussed what tasks were completed by the team. We also worked on finishing up the Technical Product Specifications. Each person had a few tasks to complete and we went over what everyone had done. Tan let everyone know that he completed the team and Tabor schedule so we would know who would be able to meet with Tabor whenever they would be available. He also made a meeting with Zack at Tabor for Wednesday October 27, at 1:00pm. He finished off by adding that Sriram, Karishma and him worked on the Technical Specifications assignment due this week. Karishma completed the Project Timeline, but since the layout was not correct, Tan offered to redo it. She also told the team that she worked on parts of the Technical Specifications with Tan and Sriram.

Sriram then let everyone know that he also worked on the Technical Specifications and was open to anyone adding anything where they felt was needed. Fitri told the team he would like these Scrum meetings to last about 30 minutes each week, where each team member would update the members on their progress. If anyone required assistance, they would let the team know so another meeting can happen. We moved onto looking over the Technical Specifications Paper due this week, and Fitri helped by adding more information to our section called Tech Stack Requirements. Dan also looked over the paper and added key points to the Product Constraints. Once additions were

made by the team, everyone looked over it and agreed that it was ready to submit. Finally, we ended our meeting by letting everyone know that they should begin working on their tasks as well as the flow chart, so we can meet on Friday and finalize the chart.

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

Dan Khuu: Our team was all together discussing and writing the Technical Product Specification Paper. After the paper was done, everyone went to Trello to update our team progress and create some more tasks for next week. Everyone contributes on the paper and creates tasks and plans for next week on Trello. On top of the plan for next week is to work on the Block Diagram for our product.

Karishma Bhakta: This week my team and I worked on the Technical Specifications Paper. We also went over the tasks everyone had completed for the week. I completed the Project Timeline, however the layout was not correct so Tan said he would redo it. I also worked on the Technical Specifications Paper with Tan and Sriram. We looked at the upcoming tasks and my task was to look into making a remote repository on Github and work on the Block Diagram for our product.

Tan Tran: For this week I have completed my tasks with making a schedule of availability for members and Tabor college. I also went ahead and started the Technical specification paper with a few other members. On Friday morning me and sriram went over the TSP and added some more detail. On Friday evening we all went over the TSP and the team input their thoughts. We made some necessary changes before submitting. We identified our next tasks and what needed to be done. My next task is helping make some changes to the project timeline that our team members did and updating it. Also, start on the block diagram or a flowchart that is upcoming.

Sriram Srinivasan: This week, my team and I worked hard on the Technical Specifications Paper (TSP). Tan and I met up on Friday (10/22) morning to go over the paper. I added in a few details and tried to be as specific as possible in the meeting. Later that evening, we had a team meeting and the rest of the team fleshed their ideas out and made it more specific. Tan got the project requirements from Tabor College this mid-week and used that to flesh out the initial draft of the TSP. For next week, the team is working on the block diagram using Figma and will figure out where components of the project flows to.

Fitri Rozi: My team and I went over the project timeline and worked on the Technical Specifications Paper. On the paper, I specified the software tools, tech stack, and platforms that we would need for the project. We also decided to change the team members' roles and scrum meeting time to have a better match. After the meeting, we used Trello to assign new tasks and review ongoing ones.

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	Flow Chart	10/31	10%
	Create a Github repository	Ongoing	10%
	Create Prototype	Ongoing	10%
Karishma Bhakta	Flow Chart	10/31	10%
	Create a Github repository	Ongoing	10%
	Create Prototype	Ongoing	10%
Tan Tran	Flow Chart	10/31	10%
	Create a Github repository	Ongoing	10%
	Create Prototype	Ongoing	10%
Sriram Srinivasan	Flow Chart	10/31	10%
	Create a Github repository	Ongoing	10%
Fitri Rozi	Flow Chart	10/31	10%
	Create a Github repository	Ongoing	10%

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.

[illegible]

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: 10/29 @ 5:30PM

Meeting Location: Discord