WEEKLY REPORT and MEETING AGENDA

Report #: 7   Project Name: MIKey
Date: 11/16   Prepared by: Team MIKey

Agenda for the meeting
1. Accomplishments since last meeting, including:
   a. Finished PICO to Pi communication
   b. PCB has arrived without issues!

c. Switches and decoder circuit soldered onto PCB
2. Overall team sync/updates
   a. IRB proposal and approval status
3. Issues/roadblocks/queries

a. PCB Pico issue
   - current approach to problem
4. Plans moving forward

Overall accomplishments since last meeting
1. Hardware interrupt with MENA encoding transmission from PICO to Pi

Tasks completed by each team member since last meeting

Task description	Assigned to	Completed
Hardware interrupt sends MENA encoding from PICO to Pi.	Abhishek, Jackson, and Max	Yes
Solder switches and decoder circuit onto PCB	Andrew	Yes
Solder PICO onto PCB	Andrew	In Progress

Plans for next period
1. Finalize software on PICO
2. Enable program to run on startup for Pi
3. Print housing and remaining keycaps
4. Put together hardware and software components
5. Undergo system testing + debugging

Task assignment per team member (to be completed before the next meeting)

Task description	Assigned to
Finalize software on PICO	Abhishek, Jackson, and Max
Enable program to run on startup for Pi	Abhishek, Jackson, and Max
Model and print housing	Andrew,

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	Connie, Brittany
Print Final Version Keycaps	Andrew
Synthesize components	All
System tests + debugging	All

Project management status
1. Team is at a good point in both hardware and software, wrapping up final tasks
2. IRB approval likely will not happen, testing will be limited to group members and classmates. Brittany received notice that we can apply for exemption now, but we do not have appropriate investigators and more documentation is needed before resubmission. It is unreasonable to expect them to get back to us in less than 2 weeks.
3. Project is on track to be completed by the time of final demo + deliverables

Minutes from previous meeting

Software progress, close to finishing
Hardware team has ordered PCB and will be blocked until it arrives