Delete the instructions in black italics and replace them with your team's information. Add new information after each meeting and save the document with the current date after the document name. This will create one long document that includes the minutes of all team meetings. You will have the old versions saved under document names with the previous dates in case they are needed.

Team Members' Names
Michael
Josh
Andy
John

Meeting 1

Meeting Date: *2/14/2022*	Start Time: *1:00* End Time: *1:30* Summary of Meeting
1. Attendance	*Michael, Josh, Andy, John.*
2. Purpose of Meeting	*To establish the team charter and ensure quality*
3. Discuss work completed since last meeting.	*No work has been completed since this is the first full group portion. We have, however, completed the past assignments.*
4. Summarize work completed during meeting	*We finished the team charter.*
5. Review action items to be completed after meeting	*We will begin working on our individual subsystems outlined for us in the Mini-Project handout.*
6. Schedule next meeting	*2/16/2022, basically right when class is ending. We will see what needs interfacing I guess.*
7. Recording secretary	*Michael, and that email was sent on 2/14/2022*

Meeting 2

Meeting Date: 2/16/2022	Start Time: *1:51 started* End Time: *1:55* **Summary of Meeting**
1. Attendance	*EVERYONE IS HERE*
2. Purpose of Meeting	*CHECK IN, AND LET'S SEE WHAT WE NEED FROM EACH OTHER*
3. Discuss work completed since last meeting.	*MICHAEL: Made Arduino code for driving the motor and also for starting the motor step sim.* *JOSH: Started motor assembly and figured out all of the pieces we have to build the motor/robot.* *ANDY: Angles needed for the velocity via the encoder have been figured out, so that once we assemble the motor it can be integrated into the motor driving code.* *JOHN: Changed the color to green from yellow (CLASSIC CV)*
4. Summarize work completed during meeting	*We chatted about what we need from each other since we are still figuring out what we need to do.*
5. Review action items to be completed after meeting	*We just need to finish building the motor driver so that we can fully integrate all of the individual systems, and then start testing the controller with it.*
6. Schedule next meeting	*2/28/2022*
7. Recording secretary	*Michael Klima*

Meeting 3

Meeting Date: 3/2/2022	Start Time: *1:05* End Time: *1:20* **Summary of Meeting**
1. Attendance	*Michael, Josh, Andy, John.*
2. Purpose of Meeting	*To figure out demo 1 roles.*
3. Discuss work completed since last meeting.	*We finished the entire mini project and now we are figuring out what we can and can't keep from the old code. Camera calibration is firmly underway.*
4. Summarize work completed during meeting	*Robot construction is firmly underway, we touched base on what everyone needs to do and focus on for the demo 1. Roles were assigned so that we know what to work on*
5. Review action items to be completed after meeting	*Robot needs to finished so that we can get the radius. We want to finish the entire project by ideally Wednesday, but more realistically on Friday. Camera needs to be finished calibrating, the motor controls should be finished, and localization should be updated.*
6. Schedule next meeting	*3/9/2022*

7. Recording secretary	

Meeting 4

Meeting Date: *Put date here*	Start Time: 1:50 End Time: 1:55 **Summary of Meeting**
1. Attendance	Everyone
2. Purpose of Meeting	Discuss motor control work for Demo 1.
3. Discuss work completed since last meeting.	Finished localization, computer vision, and robot construction. The computer vision portion of Demo 1 was demonstrated.
4. Summarize work completed during meeting	Working on motor control.
5. Review action items to be completed after meeting	Finish Demo 1 by completing the motor control. The robot is currently having problems going the correct distance and angle. We need to figure out how to get the error control working.
6. Schedule next meeting	3/16/2022
7. Recording secretary	John Ripple

Meeting 5

Meeting Date: *3/30/22*	Start Time: 1:00 End Time: 1:10 **Summary of Meeting: Discussed bugs**
1. Attendance	Josh, Andy, Michael, John
2. Purpose of Meeting	Smooth out rotate function not correcting error, and jitter.
3. Discuss work completed since last meeting.	We now have input from camera, the rotate function now rotates, error correction is half working.
4. Summarize work completed during meeting	Outlined bugs to fix.
5. Review action items to be completed after meeting	Finish demo 2 by next meeting. Specifically fix everything mentioned in the purpose of the meeting.
6. Schedule next meeting	4/4/2022

7. Recording secretary	*Michael Klima*

Meeting 6

Meeting Date: *4/4/22*	**Start Time: 1:00 End Time: 1:09** **Summary of Meeting : Getting the stop function to work and fix minor bugs**
1. Attendance	Josh,Andy,Michael,John
2. Purpose of Meeting	Discuss minor bugs to fix and to get working stop function
3. Discuss work completed since last meeting.	Fixed rotate error and got error correction to work smoothly
4. Summarize work completed during meeting	Discussed what minor bugs to fix and watch out for such as I2C I/O error and stop function
5. Review action items to be completed after meeting	Get Stop function to be implemented and funcitoning correctly and make sure the I2C connection is correct
6. Schedule next meeting	4/11/2022
7. Recording secretary	Joshua Lee

Meeting 7

Meeting Date: *4/11/22*	**Start Time:** *1:08* **End Time:** *Record meeting end time* **Summary of Meeting: Discussing Final Demo Ideas**
1. Attendance	Everyone
2. Purpose of Meeting	Disucss how we want to do the final demo
3. Discuss work completed since last meeting.	Demo 2
4. Summarize work completed during meeting	Discuess how we want to solve the final demo.
5. Review action items to be completed after meeting	Increase the height of the camera, horizontal angle through pwm or forward speed control, crop image maybe, cross detection through contour points or bounding box length maybe with gap detection.
6. Schedule next meeting	4/18/22

7. Recording secretary	John Ripple

Meeting 8

Meeting Date: *4/18/22*	**Start Time:** *1:00* **End Time: 1:15** **Summary of Meeting**
1. Attendance	Everyone
2. Purpose of Meeting	Discuss what how to turn right angles.
3. Discuss work completed since last meeting.	Added cross stopping condition.
4. Summarize work completed during meeting	Used the secondary horizontal angle to be tter turn at right angles.
5. Review action items to be completed after meeting	Clean up communication errors.
6. Schedule next meeting	4/20/2022
7. Recording secretary	John Ripple

Meeting 9

Meeting Date: *4/20/2022*	**Start Time:** 1:00 **End Time: 1:10** **Summary of Meeting**
1. Attendance	Everyone
2. Purpose of Meeting	Clean up comms
3. Discuss work completed since last meeting.	Nothing really, was a two day gap
4. Summarize work completed during meeting	Discussed what type of communication to switch to (UART)
5. Review action items to be completed after meeting	Swap our comms over to UART from I2C, work on final presentation
6. Schedule next meeting	4/25/2022

7. Recording secretary	Andrew Samson

Meeting 10

Meeting Date: *4/25/22*	**Start Time: *1:10* End Time: 1:20** **Summary of Meeting**
1. Attendance	Everyone but Josh (he broke his foot)
2. Purpose of Meeting	Work on final presentation, ensure final design works
3. Discuss work completed since last meeting.	Comms issues solved, speed increased from robot, presentaion was further developed
4. Summarize work completed during meeting	Continued working on final presentation, ran a few more tests on the robot.
5. Review action items to be completed after meeting	Finish the slide deck for the final presentation, potentially get individual slides recorded.
6. Schedule next meeting	4/30/22
7. Recording secretary	Michael

Meeting 11

Meeting Date: *Put date here*	**Start Time: *Record time meeting started* End Time: *Record meeting end time*** **Summary of Meeting**
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	

7. Recording secretary	

Meeting 12

Meeting Date: *Put date here*	Start Time: *Record time meeting started* End Time: *Record meeting end time* **Summary of Meeting**
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 13

Meeting Date: *Put date here*	Start Time: *Record time meeting started* End Time: *Record meeting end time* **Summary of Meeting**
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	

7. Recording secretary	

Meeting 14

Meeting Date: *Put date here*	Start Time: *Record time meeting started* End Time: *Record meeting end time* **Summary of Meeting**
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 15

Meeting Date: *Put date here*	Start Time: *Record time meeting started* End Time: *Record meeting end time* **Summary of Meeting**
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	

7. Recording secretary	