C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif **Team Minutes for Team 7**

***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.***

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| --- |
| **Team Members’ Names** |
| *Jonah Bertolino* |
| *Hunter Burnham* |
| *Joseph Kirby* |
| *Caden Nubel* |
| *Joel Shorey* |

**Meeting Agenda Template**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance | *Record members present (if absent, include reasons and whether teammates were notified in advance).* |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. | *Team members report on what has been accomplished. Record notes of those reports here.* |
| 4. Summarize work completed during meeting | *Summarize discussion and work accomplished.* |
| 5. Review action items to be completed after meeting | *Who will do what by when?* |
| 6. Schedule next meeting | *Note time, place, and purpose.* |
| 7. Recording secretary | *Note who took the meeting minutes and the date that meeting minutes were circulated by e-mail.* |

**Meeting 1**

|  |  |
| --- | --- |
| **Meeting Date:**  ***2/12/2024*** | **Start Time: 2:00 pm End Time: 3:00 pm**  **Summary of Meeting** |
| 1. Attendance | *All members attended* |
| 2. Purpose of Meeting | *Start of project meeting* |
| 3. Discuss work completed since last meeting. | *Jonah Bertolino: Start of project, no previous work* |
| *Hunter Burnham: Start of project, no previous work* |
| *Joseph Kirby: Start of project, no previous work* |
| *Caden Nubel: Start of project, no previous work* |
| *Joel Shorey: Start of project, no previous work* |
| 4. Summarize work completed during meeting | *Discussed Objectives for the next week, assigned tasks to each group member, and discussed logistics on how to work with each other over the course of the project. Started discussing how to go about completing each task.* |
| 5. Review action items to be completed after meeting | *Jonah Bertolino: Determining Quadrant of Aruco Marker* |
| *Hunter Burnham: Implement LCD Threading, Communication with Arduino* |
| *Joseph Kriby: Establish GitHub on Pi, Assist Hunter and Jonah* |
| *Caden Nubel: Create and implement PI controller* |
| *Joel Shorey: Create and implement PI controller* |
| 6. Schedule next meeting | *Monday 2/19/2024 at 12:00 pm* |
| 7. Recording secretary | *Hunter Burnham* |

**Meeting 2**

|  |  |
| --- | --- |
| **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. | *Team member:* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting | *Team member:* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 3**

|  |  |
| --- | --- |
| **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. | *Team member:* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting | *Team member:* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 4**

|  |  |
| --- | --- |
| **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. | *Team member:* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting | *Team member:* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |