**WNR (Wireless Neural Recorder)**

Rice University

Weekly Progress Report 3

9/25/2015

**Agenda for mentor meeting**

1. Consult sponsors regarding product and market
2. Update on weekly progress

**Activities this week**

1. Practice pitch presentation(Coach and Peer Review)
2. Complete Cycle 1 Documentation
3. Pitch Presentation

**Problems encountered**

1. Scheduling Meeting was still difficult, although it should be resolved after this week

**Time devoted to project this week**

|  |  |  |
| --- | --- | --- |
| **Name** | **Tasks Accomplished** | **Hours Spent** |
| Stephen Xia |  |  |
| Tingkai Liu |  |  |
| Yuan Gao |  |  |
| Xin Huang |  |  |
|  |  |  |
|  | **Team Total** |  |

**Meetings**

Pitch Coaching – 9/20/2015 , 10:00

Attendees: All students

Completed objectives:

* Practice pitch presentation with coach

Mentor Meeting – 9/24/2015, 12:30

Attendees: All students and Dr. Gary Woods

Completed objectives:

* List meeting activities

Cycle 1 Documentation Review – 9/24/2015, 17:00

Attendees: All students

Completed objectives:

* Complete Cycle 1 Documentation
* Review Documentation

**Expenditures**

N/A

**Action items list**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action item** | **Owner** | **Due date** | **Status** |
|  |  |  |  |
|  |  |  |  |

**Additional Comments/Questions for Mentors**