Meeting Summaries & Project Log for Computer & A.I

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  Agenda   = To plan out a to-do list, and give out tasks to be done within a certain date.

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  Outcome   = Everybody in the group is assign*Meeting 1 – 9/23/2025*

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  Time/Location/Attendees   = 14:35 – 16:00/ Basement of International dorm (b101) / Melvin,   Lance, Roderick, Sean, Keke, Vicsoned with research on Hardware AI,   by reading from the internet or by referring to past projects done   by seniors

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  Next   steps = After discussion on Hardware AI, We try to summarize and note down very important parts on the research.

Log Document

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      What   was done = Introduction to the team and briefing on everyone's   role in this project

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  When   was it done = 14:35 – 16:00

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  What   are the lessons learned = Working in tandem helps reduce the   workload for each and everyone of us.

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  What   are the issues to be resolved = Setting up the github repository and creating the Master to-do list/Detailed work breakdown chart.

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  Next   steps = Finish the current issues, rough plans and the personal   logs.

Name	Score	Proof
Lance	100	Lance played a major role in the meeting, sharing valuable feedback creative suggestions, much like the rest of the group.
Roderick	100	Just like everyone, Roderick actively coontributed by offering thougtful critiques and strong ideas during the meeting.
Shauhon	100	In the meeting, Sean made s significant impact by providing contructive input and innovative ideas during the meeting.
Keke	100	Keke, along with the rest of the team, added great value to the meeting through both critical insights and fresh ideas.
Vicson	100	During the meeting, Vicson contributed greatly with helpful criticism

and excellent suggestions, complementing the input of the whole group.

Melvin	*100*	As this is a group project, Melvin has contributed massively to the meeting and has given constructive criticism and also great ideas just like everyone else.

Meeting 2 – 9/26/2025

- Time/Location/Attendees = 15:00 – 17:00/ Basement of International dorm (b103) / Melvin, Lance, Roderick, Sean, Keke, Vicson.

- Agenda = Preparing & trouble-shooting the software needed for the project (Github, VS and Baidu NetDisk), dividing the research, and finishing the master To-do list.

- Outcome = Everybody in the group has dealt with the software required and everyone has been designated a particular part of the project to research

- Next steps = After research on Hardware and Behavior AI, we will compile all research to summarize the important parts.

Log Document

- What was done = Introduction to the team and briefing on everyone's role in this project

- When was it done = 15:00 – 17:00

- What are the lessons learned

  = We learned from what the previous teams did.

- What are the issues to be resolved

  = To be decided.

- Next steps = To be decided.

Name	Score	Proof
Lance	100	He helped us prepare the Github Repository and the VS.
Roderick	100	Actively participated in the group discussion and gave some valuable insight to the meeting.
Shauhon	100	Also participated in the group discussion and help by coming up with solutions needed for the meeting.
Keke	100	She showed her progress with the personal log and gave more insight to what we needed to discuss.
Vicson	100	He summarized the entire meeting and rewrote the meeting summary and rough plan.
Melvin	100	He directed the meeting by dividing up the roles for research.

Role   What to research
                        - Hardware (2)
                        - Behave   (2)
                        - Networks (1)
                        - PPT
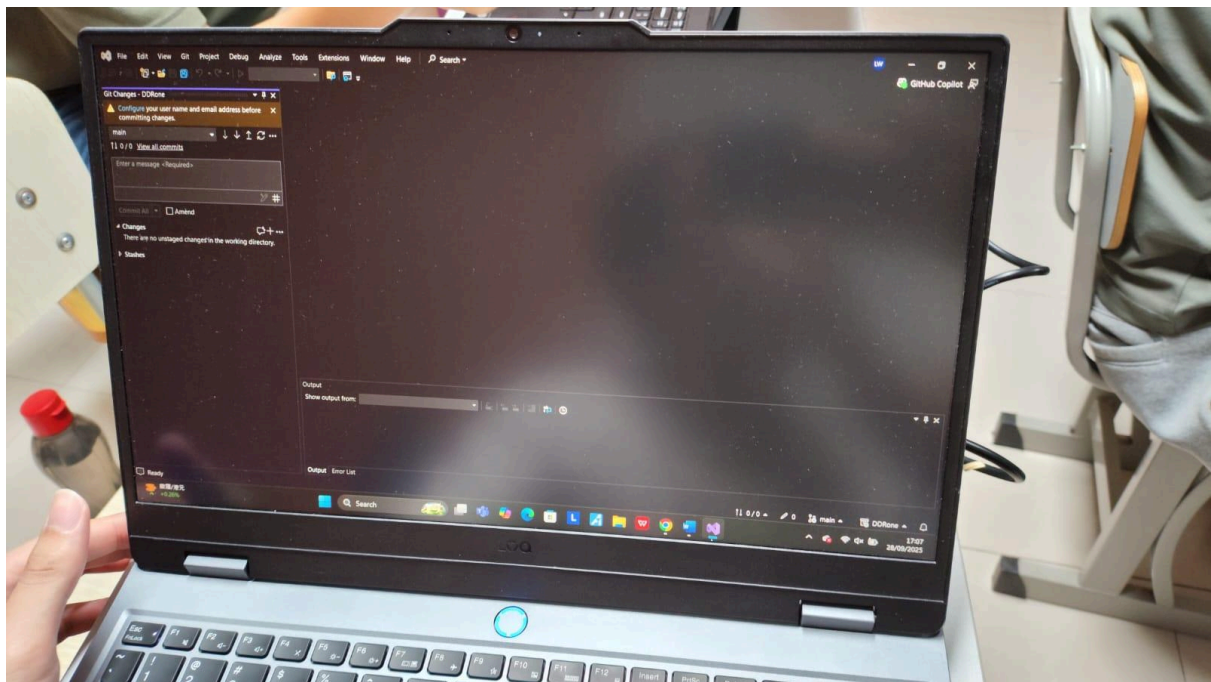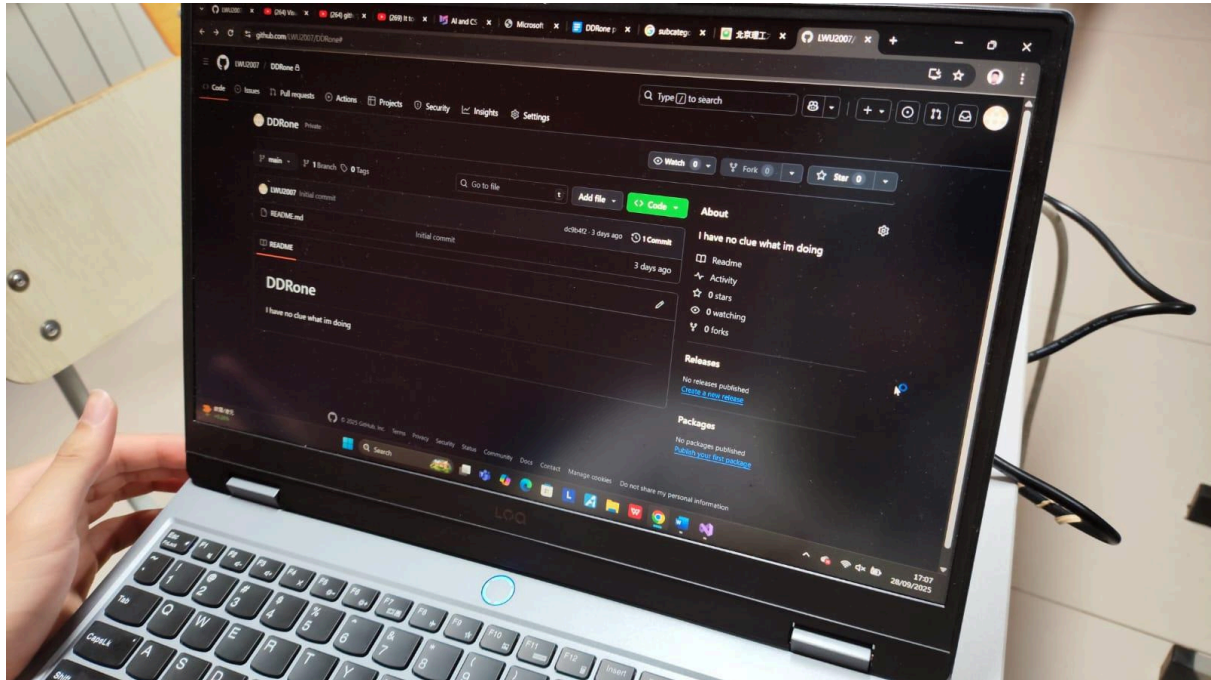   (1)

- Hardware
  + Lance
  + WU - Ninjago
- Behave
  + Roderich
  + Melvin
- Networks
  + Shawn the sheep
- PPT
  + Keke

Proof

SETTING UP THE REPOSITORY

- Time/Location/Attendees   = 14:00 – 15:00/ Basement of International dorm (b101) Or Zoom Meeting / Melvin,   Lance, Roderick, Sean, Vicson.

- Agenda   = discuss how to do the stage 2 and getting used to github repository, github desktop and VS code.

- Outcome   = Everybody is briefed with what is needed to be done with the next phase (phase 2) and all members understand how to "commit" and "push" to the repository on VS code.

- Next   steps = complete current status by tomorrow, complete the data collection, create the ppt and video, create study guide (in depth next meeting), create lexue (discuss next meeting)