Meeting Script: Chapter 1 Alignment & Volunteer Task Assignment

Duration: 30 Minutes **Goal:** Finalize technical goals and assign Chapter 1 sections via volunteers.

1. Opening & Technical Alignment (0:00 - 0:08)

Lead (Rogelio): "Hi everyone, let's get started. We have 30 minutes to finalize our direction for Chapter 1. Our project is the 'Edge-Based Vision System for Flood Response.' Based on our research, the 'Gap in Knowledge' we are filling is the delay in rescue caused by a lack of on-site processing and connectivity in flood zones. Are we all aligned that we are focusing on *Edge-based* detection (no cloud) and *LoRa* for alerts?"

(Wait for quick confirmation)

2. Technical Objectives & Criteria (0:08 - 0:15)

Lead (Rogelio): "To keep our proposal competitive, our objectives need to be technical and quantitative. We're looking at using the YOLO architecture on a Jetson and LoRa for communication.

I'll be handling the Background and Problem Statement. I need a volunteer to take on **Section 1.3 (Objectives)** and **Section 1.5 (Significance)**. This involves picking the technical verbs like 'to implement' or 'to program' and explaining why this matters to society. Any takers?"

[Member] (Response): "I can handle the Objectives and Significance. I'll make sure they align with the technical criteria from the lecture."

3. Scope, Methodology & Visuals (0:15 - 0:25)

Lead (Rogelio): "Great. Next, we need someone for **Section 1.4 (Scope/Delimitations)** and **Section 1.9 (Budget)**. This is about defining our constraints—like daylight testing—and estimating costs. Who wants this part?"

[Member] (Response): "I'll take Scope and Budget. I have a good idea of the hardware costs already."

Lead (Rogelio): "Lastly, we need someone for **Section 1.6 (Project Description)** and **Section 1.7 (Methodology)**. This is the 'heavy lifting' for the visuals—we need a block diagram of the Camera → Jetson → LoRa flow and a process flowchart. Who's feeling confident with the system architecture?"

[Member] (Response): "I'll do the Project Description and Methodology. I can get the block diagrams drafted by the weekend."

4. Final Confirmation (0:25 - 0:30)

Lead (Rogelio): "Perfect. So to summarize:

- **Me (Rogelio):** Sections 1.1, 1.2, 1.8 (Gantt Chart), and 2.0 (Terms).

- **[Volunteer 1]:** Sections 1.3 and 1.5.

- **[Volunteer 2]:** Sections 1.4 and 1.9.

- **[Volunteer 3]:** Sections 1.6 and 1.7.

We're aiming for a full draft by **February 11**. Does that timeline work for everyone?"

5. Adjournment

Lead (Rogelio): "Excellent. Let's keep the technical discussion in the group chat to save meeting time. Meeting adjourned. Thanks for stepping up, guys!"