Date: 8/08/2018

Time: 1pm

Location: Tonsley Campus

Group Member	FAN
Tim Finn	Finn0066
Yeqing Liu	liu1028
Josh Francis	fran0464
Michael	(Insert Fan Here)
George	proi0007

Meeting 1 - Thursday Week 3

Meeting Description

This week's meeting is to discuss the documentation and gather hardware that is imperative to the project. Such hardware includes the LED light's that will be used in the 3D printed skull, the Raspberry pi that will be used to send the signals to the LED strips. Discuss what coding languages can be used adequately in the groups skill level to accomplish the task of controlling the LED lights.

Trent will be contacted in order to gather the hardware required for tasks, if any problems arise in this week it will be documented in the difficulties document with the necessary course of action.

Tasks Completed;

- Organized proper sharing of documents between team members to increase efficiency.
- Create initial documentation for project.
- Decide on direction and organize tasks between team members
- Meet with stakeholder and discuss project outcomes and ways to achieve those outcomes.
- Discuss each individuals ability to meet required tasks within deadline.

Tasks to be completed by next weeks scheduled meeting;

Task ID	Task Name	Assigned Team Member
1	Complete Gantt Chart, Review Documentation	Timothy Finn
2	Develop Code to hold JSON format	Yeqing Liu
3	Investigate and plan solder work on LED strips	Josh Francis
4	Check supplied Raspberry pi and workout plan for integrating into project	Michael
5	Investigate Power and LED strip requirements	George