### Date: 8/08/2018

### Time: 1pm

### Location: Tonsley Campus

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| --- | --- |
| 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;

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| **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 |