WEEKLY REPORT and MEETING AGENDA

Report #: 4   Project Name:Smart Curtain
Date: 3/7/2022 Prepared by:Pierre Vu, Arthur Chen, David Erdner, James Streets, Caleb Key

Agenda for the weekly meeting

1. Each of the member explains what they have done since the last meeting
2. Plans for next work week are discussed
3. What work will look like through spring break

Accomplishments during this period

1. Initial Algorithm design
2. Hardware research
3. Choice of platform and IDE for GUI implementation
4. Plan discussed if parts are not arrived before the spring break

Plans for next period

1. Receive hardware, start testing hardware
2. Continue Android app development

Project management status

1. On track according to gantt chart
2. Team is keeping to commitments and meeting times
3. Slightly behind on receiving hardware parts…
4. CDR review might be difficult if we did not have time to put hardware together.

Minutes from previous meeting

1. each of the member explains what they have done since the last meeting
2. getting consensus on all section in the proposal
3. Discuss Android App Development
4. Plans for when hardware arrives
5. Software development discussions over the break
6. Aligning Schedules to prepare for CDR presentation
7. Early CDR preparation
8. Prepare email for Kevin