

WEEKLY REPORT and MEETING AGENDA

Report #: 2 Project Name: Smart Curtain

Date: Feb 20th 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. getting consensus on all section in the proposal

Accomplishments during this period

1. finalizing the proposal

Plans for next period

1. finish the presentation slides for the proposal presentation

Project management status

1. gratt chart is created
2. dependency chart is created

Minutes from previous meeting

Going over the project description

Discuss the potential materials needed

Coming up with the initial algorithm to achieve the project functionalities

Prepare questions for TA in the upcoming meeting