

WEEKLY REPORT and MEETING AGENDA

Report #: 1 Project Name: Smart Curtain

Date: Jan 31st Prepared by: Pierre Vu, Arthur Chen, David Erdner, James Streets, Caleb Key

Agenda for the weekly meeting

1. Going over the project description
2. Discuss the potential materials needed
3. Coming up with the initial algorithm to achieve the project functionalities
4. Prepare questions for TA in the upcoming meeting

Accomplishments during this period

1. Established reliable and effective communication platform

Plans for next period

1. Discuss the actionable to do lists
2. Set up a regular meeting time
3. Purchase materials needed
4. Construct the mind map and the gant chart
5. Start on composing the proposal when above steps are done

Project management status

1. Schedule and milestones
2. Teamwork
3. Purchases

Minutes from previous meeting

Important dates
project description
project materials
initial algorithms
question for TA in upcoming meeting