**WEEKLY REPORT and MEETING AGENDA**

Report #: 2 Project Name: Gordo Bot - Team 6

Date: 02/28/2022 Prepared by: Thomas “Jake” Rod

**Agenda for the meeting**

1. Questions, comments, concerns from proposal
2. Prototyping vs final product
3. Expand on 2. - proof of concept or perfect, clean design as if out of a factory
4. anything else that anyone wants to bring up

**Overall accomplishments since last meeting**

1. Initial Design
2. Began to procure equipment and materials
3. Began server creation

**Tasks completed by each team member since last meeting**

| Task description | Assigned to | Completed? |
| --- | --- | --- |
| Set up nginx and mongodb (unconfigured) | Jake | yes |
| Initial design overall | Everyone (roughly) | yes |
|  |  |  |
|  |  |  |
|  |  |  |

**Plans for next period**

1. Complete research on software framework and utilities

2. Configure Nginx and MongoDB for needs

4. Attempt initial hardware design

5. Begin software design

**Task assignment per team member (to be completed before the next meeting)**

| Task description | Assigned to |
| --- | --- |
| Design UI (in figma?) | Raney/Nick (?) |
| Configure NginX and Mongodb | Jake |
| Begin API work | Zach (+) |
| Begin pi work | Reid |
| begin building design | Cody/Jake (+) |

? - tentative

+ - additionals may participate

**Project management status**

| name | **role** |
| --- | --- |
| Zach | **PM - API** |
| Jake | **Communicator - Network** |
| Reid | **pi-man - sbc** |
| Cody | **Scribe - sensors** |
| Raney | **software engineer - gui** |
| Nick | **software engineer - gui** |

**Minutes from previous meeting**

Team Meeting #1 on 2/14 at 5:45 PM:

- Find reasons for needs

- Preferably real studies to back our need

- Ultimate goal/direction: Tool to facilitate people cooking at home

- Can make it broad, several directions to take…

- Refer to these in the our needs statement

- Talk about the “gap” our project is filling

- Objectives, what should be done at the high level, quantifiable

- In the future, agenda on weekly report should be topics we want to discuss with Prof and TA

- Project management status section, “who is doing what”, team management activities