**WEEKLY REPORT and MEETING AGENDA**

Report #: 4 Project Name: Gordo Bot - Team 6

Date: 03/28/2022 Prepared by: Thomas “Jake” Rod

**Agenda for the meeting**

1. Anything anyone wants to bring up
2. Discuss final demo
3. Q/A

**Overall accomplishments since last meeting**

1. CDR finished and presented
2. designing finished

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

| Task description | Assigned to | Completed? |
| --- | --- | --- |
| CDR done | everyone | yes |
| Updated hardware design | Cody | yes |
| Designed API | Zach | yes |
| Finished designing software | Raney | yes |
|  |  |  |

**Plans for next period**

1. Build hardware prototype
2. Implement design

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

| Task description | Assigned to |
| --- | --- |
| Configure NginX | Jake |
| Begin API work | Zach (+) |
| begin building design (asap) | Cody (+) |
| Implement UI | Nick/Raney |

? - 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 #3 on 3/7 at 5:14 PM

● CDR: Requirement, another presentation

● To ensure your design has been critically examined

● All the blocks in the projects are well designed

● Similar to proposal, now has peer review, mainly what has changed since the proposal

● Overview of what the design was before and what changed, if at all.

● Try some tests, integration