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| Meeting Purpose: | Introductory Meeting; Role Assigning |
| Meeting Date: | *02/11/18* |
| Meeting Time: | 11:30 |
| Meeting Location: | MC 13 |
| Meeting Facilitator: | Bryan Jay |
| Attendees: | Bryan Jay, Luka Jurisic, Patrick Ghazal, Tianyi Zou, Enan, Volen |
| Minutes Issued By: | Luka Jurisic |

| **Next Steps:** (Task, Assigned to, Checkpoint Date) | **Owner** | **Due Date** |
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| Lab 5 Software Implementation; Patrick Ghazal, Volen | All Members | 20/02/18 |
| Slack, Drop Box, Google Drive Creation | Luka Jurisic | 17/02/18 |
| Week 1 documents for the Design Project to be started and worked on | Luka Jurisic | 22/02/18 |
| Gantt Chart to be created | Bryan Jay | 22/02/18 |

| **Decisions Made:** (What, Why, Impacts) |
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| 1. The role assignments were made. They are as follows    * Bryan Jay – Project Manager    * Luka Jurisic- Documentation Manager    * Patrick Ghazal – Software Lead    * Enan – Hardware Lead    * Tianyi Zou- Testing Lead    * Volen – Multipurpose Engineer 2. Lab 5 roles and expectations were set for the deadline the following week    * *Software team consisting of Mr Ghazal, Mr Jay and Mr Volen would spearhead its implementation.*    * Hardware to be completed by today. Led by Mr Enan and Mr Zou    * Mr Jurisic would handle all the documents needed to submitted next week for the design project. He is to spearhead the lab 5 report as well. |

| **Discussion:** (Items/Knowledge Shared) |
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| 1. Role Assignment   * Each member discussed their preferences regarding the role in the team they would like to have. Each member provided examples of experience as well as interest in their specified fi   2. Lab 5 Completion   * The relevant members discussed their ideas for the possible ways in which the robot could perform its search and navigation algorithm.   3. Weekly Schedule   * Each member briefly discussed their upcoming schedule over the next week, such as class conflicts and upcoming midterms.   4. Upcoming Document Submission   * Each The required documents for submission in the following week were brought up and briefly discussed. As Documentation Manager, Mr Jurisic would see to it the necessary requirements and begin the write ups.   **PARKING LOT**: |
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| **Miscellaneous Items:** |
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