C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif**Team Minutes for The Sorcerers of Torque**

***Delete the instructions in black italics and replace them with your team’s information. Add new information after each meeting and save the document with the current date after the document name. This will create one long document that includes the minutes of all team meetings. You will have the old versions saved under document names with the previous dates in case they are needed.***

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| **Team Members’ Names** |
| *Joey* |
| *Brian* |
| *Will* |
| *Michael* |
| *Name* |
| *Name* |

**Meeting Agenda Template**

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| **Meeting Date:**  ***2/5*** | **Start Time: 1400 End Time: *1430***  **Summary of Meeting** |
| 1. Attendance | *Not Michael Kelly. Contacted us prior* |
| 2. Purpose of Meeting | *Establish group norms and team charter.* |
| 3. Discuss work completed since last meeting. | *Demoed Assignment 2* |
| 4. Summarize work completed during meeting | *Team is established well, Joey is the first leader, project was briefly looked over* |
| 5. Review action items to be completed after meeting | *Everyone will be responsible for integration of the two subsystems to a point where they are functional, but not necessarily demo ready* |
| 6. Schedule next meeting | *2/14 2-3pm (I will be so alone)* |
| 7. Recording secretary | *Your lovely group leader, boyo. -2/5* |

**Meeting 1**

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| **Meeting Date:**  ***2/5*** | **Start Time: 1400 End Time: *1435***  **Summary of Meeting** |
| 1. Attendance | *Not Michael Kelly. Contacted us prior* |
| 2. Purpose of Meeting | *Establish group norms and team charter.* |
| 3. Discuss work completed since last meeting. | *Everyone: Finished and demoed assignment 2* |
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| 4. Summarize work completed during meeting | *Team is established well, Joey is the first leader, project was briefly looked over* |
| 5. Review action items to be completed after meeting | *Everyone: integration of the two subsystems to a point where they are functional, but not necessarily demo ready* |
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| 6. Schedule next meeting | *Valentines Day 2-3 pm (im so alone)* |
| 7. Recording secretary | *Joeysaaaaan -2/5* |

**Meeting 2**

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| **Meeting Date:**  ***2/12/2025*** | **Start Time: 1410 End Time: 1423**  **Summary of Meeting: Go over current progress on mini project and game plan for the last week before it is due** |
| 1. Attendance | *Everyone (Brian was late)* |
| 2. Purpose of Meeting | *Make a plan for everyone to properly integrate their subsystems into the robot* |
| 3. Discuss work completed since last meeting. | *Joey: Played with simulink* |
| *Will: Integrated previous assignment code into an Arduino sketch that can properly show an output of 0 or 1 according to an input given by a receiver* |
| *Brian: Practiced version control through github (gitmaster)* |
| *Michael: Nothing* |
| *Team member:* |
| 4. Summarize work completed during meeting | *Caught everyone up on Will’s code and current progress of the mini project.* |
| 5. Review action items to be completed after meeting | *Will: None* |
| *Joey: Arduino code for properly integrating Computer vision team’s inputs* |
| *Brian: Finish the threading module* |
| *Michael: Write code to detect which quadrant the marker is in* |
| *Team member:* |
| 6. Schedule next meeting | *Wednesday, February 12, 2025 2pm* |
| 7. Recording secretary | *Joeysaaaan -2/12* |

**Meeting 3**

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| **Meeting Date:**  ***2/26/2025*** | **Start Time: 2:00End Time: 2:50**  **Summary of Meeting** |
| 1. Attendance | *Joey Schultz, Michael Kelly, Brian Bartholomew, Will Watts* |
| 2. Purpose of Meeting | *Designate team roles for Assignment 1 and discuss plan of work.* |
| 3. Discuss work completed since last meeting. | *Joey Schultz: Reviewed previous angle determination code for Arduino.* |
| *Michael Kelly: Coded Pi subsystems and created communication protocol between Arduino and Pi.* |
| *Brian Bartholomew: Camera code and its implementation into the full system. Was key in subsystem integration.* |
| *Will Watts: Assembled robot such that it can move freely, edited Arduino code for position control.* |
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| 4. Summarize work completed during meeting | *Roles and work have been appropriately designated, each team member is aware of what needs to be completed to meet the checkpoint.* |
| 5. Review action items to be completed after meeting | *Joey Schultz: Review position control subsystem and communication protocol, finalize existing degree control code.* |
| *Michael Kelly: Focus on camera matrix subsystem and relate it to degrees, finalize communication protocol between Arduino and Pi.* |
| *Brian Bartholomew: Collaborate with Michael on camera matrix system.* |
| *Will Watts: Fully complete position control code such that a user can enter a value in feet, and the robot will move as such.* |
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| 6. Schedule next meeting | *Next week whenever team is available, likely 3/7/2025.* |
| 7. Recording secretary | *William Watts 2/26/2025* |

**Meeting 4**

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| **Meeting Date:**  ***3/7/2025*** | **Start Time: *12:03* End Time: *12:50***  **Summary of Meeting** |
| 1. Attendance | *Joey Schultz, Michael Kelly, Brian Bartholomew, Will Watts* |
| 2. Purpose of Meeting | *Discuss progress on Demo 1 and what we need to have ready by Monday* |
| 3. Discuss work completed since last meeting. | *Joey Schultz: N/A* |
| *Michael Kelly: Calibrated camera, did trig for camera.* |
| *Brian Bartholomew: Monster Hunter grindset* |
| *Will Watts: Created working code for position.* |
| *Team member:* |
| 4. Summarize work completed during meeting | *Got on page with everyone about work assignments and progress.* |
| 5. Review action items to be completed after meeting | *Joey Schultz: Radian control code* |
| *Michael Kelly: Logging and recalibration* |
| *Brian Bartholomew: Helping Michael* |
| *Will Watts: Combine position and radian control* |
| *Team member:* |
| 6. Schedule next meeting | *3/14/25* |
| 7. Recording secretary | *William Watts 3/7/25* |