Each team should be writing a brief description summarizing the weekly meeting(s). All groups should hold at least one meeting per week. If only one meeting is held during the week, participation by all team members is expected. Members not able to attend the team meeting should provide current project assigned work status and requisite data prior to the team meeting. The team meeting minutes submitted will be part of the team grade.

Feel free to meet as often as needed, but only one “Weekly Minutes” submission needs to be accomplished per week. Please submit via Blackboard in a **Word** document file.

The format for team minutes:

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Team Name: FiReWan

Date of Submission: 09/05/21

Meeting Date & Time: 09/05/21 - 11:10 am

Meeting Location: Microsoft Teams

Meeting Duration: 1 hour

|  |  |  |
| --- | --- | --- |
| Team Members | X = Present | Notes |
| Aron Wiley | X |  |
| Mohammad Daoud | X |  |
| Alex Rossillon | X |  |
| Edgar Chavez | X |  |
|  |  |  |

Progress:

**Team accomplishments for the week:** A short narrative, typically 1-2 paragraphs, should include decisions made by the team as a result of the team discussions, and how the team arrived at the decision.

For this meeting, we as a team decided on our roles for the project. We also finalized our team’s name and code of conduct. We also picked Microsoft Teams as a medium to upload and work on our files simultaneously.

**Individual contributions:** A brief narrative (1-3 sentences) made by **each team member** summarizing their respective activity for the past week.

Aron Wiley – This past week I talked with others in the class looking for a 4th member, brainstorming project ideas. I also helped finish the code of conduct and decide team roles. The idea that we have landed on is a LoRaWan project, we chose this because it interests all of us and it fits our team composition well.

Edgar Chavez – For this week we were able to finalize our team members, team roles and team name. We also agreed to a project after brainstorming a few ideas and using our three project ideas from the home assignment. Afterwards we finished our code of conduct.

Alex Rossillon – The last week was spent finalizing our team, brainstorming project ideas, and finding a team meeting method and time that would work best for everyone. We unanimously agreed to take on a LoRaWan project last week because it fit our team composition and requirement for a sponsored project. Microsoft teams on Sundays was decided as the best method and time to meet.

Mohammad Daoud- This week the team leader Aron came in contact with me, and I joined this group for we all had an interest in LoRaWan technology. We finalized the team’s name and code of conduct, and each member received their role.

**NOTES:**

1) A team member present at the meeting but making no contributions risks a ZERO for the weekly minutes.

2) A team member missing the meeting without providing data to the team in advance of the team meeting risks a ZERO for the weekly minutes.

3) A team member missing more than two weekly team meetings and having no significant contact with the team risks a ZERO for weekly minutes and a ZERO for any assignments completed by the team when absent.

**Project Tracking (current work):** Assignments and activities are to be tracked until completed.

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Assignment | Due Date | % Complete |
| Aron Wiley | Code of conduct | 09/08/21 | 100 |
| Mohammad Daoud | Code of conduct | 09/08/21 | 100 |
| Edgar Chavez | Code of conduct | 09/08/21 | 100 |
| Alex Rossillon | Code of conduct | 09/08/21 | 100 |
|  |  |  |  |
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**Plan (future work):**

A brief description of the tasks and activities the team needs to accomplish work over the coming weeks. As team members pick up assignments, move from this table to the tracking table. Consider future work a running task-list with an expected due date for completion.

|  |  |
| --- | --- |
| Assignment | Due Date |
| Contact Coach Allen | 09/24/21 |
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**Issues:**

Include a brief description of issues the team has encountered, and potential resolutions for the issues. If the team would like staff to help with the issues, this is the appropriate place to request assistance.

Need to contact Coach Allen to discuss information gathered from previous students and how to begin researching the LoRaWan protocol.

**Include the schedule for the next meeting:**

Meeting Date & Time: Sunday 12th at 11:10 am

Meeting Location: Teams