

Weekly Meetings v1

The purpose of the weekly meeting is to report the status of your project to management. It begins with a discussion of the budget (hours expended and work accomplished), proceeds to a discussion of the status of the project using a Gantt chart, and then to specific agenda items that are outlined below. Your presentation should take no more than 10 minutes, so be brief and to the point. The remainder of the meeting time, approximately 10 minutes, is reserved for a question and answer session. Time limits will be enforced, so it is important that you all arrive prepared. Note that each presentation is graded and comprises a portion of the 40% allocated to the project.

Your documents **must** be loaded to the Dropbox by 5:00pm on the day preceding your meeting. This is to allow sufficient time for Professors Ferrie and Lowther to read your documentation. For this reason *it is not necessary to go through each and every detail during the presentation* – only what you consider the key points. Remember – 10 minutes.

A data projector will be provided. You are expected to arrive with your presentation on a laptop using any appropriate presentation software. Note: you are responsible for providing an appropriate adapter to connect your laptop to the projector, either VGA, HDMI or DVI.

ALSO – THE TOTAL TIME ON THE PROJECT BETWEEN OCT 15 AND DEC 1 IS 6.5 WEEKS GIVING A BUDGET OF 58.5 HOURS PER TEAM MEMBER.

Design Sharing with Management

Professors Lowther and Lowther will require access to your design documents. All documents sharing in this course is done using Dropbox (www.dropbox.com). Here's what you need to do:

1. Create a Dropbox account if you do not have one set up already.
2. Create a folder with the following name: TEAMNN, where NN corresponds to your team number, e.g., TEAM01, TEAM02, ..., TEAM11. It must be *****EXACTLY***** in this format, otherwise it will be missed by our software.
3. Put all relevant documents to be shared in this folder.
4. Invite your respective management representative, i.e., Professors Ferrie or Lowther to share your team folder using frank.ferrie@mcgill.ca or david.lowther@mcgill.ca as is appropriate.

To know who your specific representative is, consult the weekly meeting schedule shown below.

Weekly Meeting Schedule

Time	Tuesday		Thursday		Friday	
	Ferrie 4104	Lowther 4105	Ferrie 4104	Lowther 4105	Ferrie 4104	Lowther 4105
12:30	01	02	07	08	13	14
12:50	03	04	09	10	15	16
13:10	05	06	11	12	17	18
13:30					19	20

Weekly Agendas

Week 1: Oct 16-Oct 20

- Inaugural meeting, introduction of team members and their roles
- Initial breakdown of tasks and presentation of preliminary Gantt chart
- A *summary* of the 4 documents
- Preliminary designs, sketches, etc., outlining your ideas so far
- Plans for the following week. What do you need to do to address each of the agenda items listed for next week?

Prior to the Week 2 meeting

1. Prepare a spreadsheet with Column 1 corresponding to team members and Column 2-7 corresponding to Weeks 1-6 of the project. Tabulate the hours each team member used across the row opposite their name. At the bottom to the table, list each team member again and describe the work performed corresponding to the hours claimed. Use no more than 1 sentence per person.
2. Prepare 3 additional documents:
 - a. Hardware design document,
 - b. Software design document,
 - c. Testing document,and use these to record all information pertinent to HW, SW and testing respectively.

Week 2: Oct 23 – Oct 27

- Current status of the project (Gantt chart)
- Update on the budget
- Mechanical design proposal: prepare at least 3 alternative designs and briefly address the pros and cons of each.
- Preliminary software architecture: i) Prepare a flow chart describing the overall system. You might consider doing this hierarchically, e.g., a high level description broken out into sub-levels. The idea here is to capture all of the steps involved in the game play, both as forward and defender. ii) Design a class hierarchy that implements the process description in (i).
- Discuss the results of Lab 5 relative to the project.
- Plans for the following week.

Prior to the Week 3 meeting (*Milestone I Meeting*)

The first major milestone of the project is a presentation of the mechanical design, software architecture, and test plans to be carried out during the second phase of the project during Weeks 3 and 4. The details are spelled out in the agenda for Week 3.

Week 3: Oct 30 to Nov 3 (Major Milestone I)

- Current status of the project relative to Gantt chart
- Budget review (summary of time/activity - put this in a spreadsheet).
- Presentation of adopted mechanical design (LDD or physical model). Make sure your design is **fully** documented (drawings, evolution of design, justification, features, etc.).
- Software Architecture: class hierarchy, preliminary API docs, status of code development. API = Application Programmer Interface - JavaDocs will do nicely. See your TA if you don't know what all this means.
- Update on testing document and status.
- Plans for next week.

This meeting might require additional time, so time slots might be shifted. You will be contacted by Professor Ferrie or Lowther as is appropriate.

Prior to Week 4

This is one week before Milestone II (the beta demo) which will be held on November 14 from about noon to 1600. At this stage, you should have a complete hardware design constructed and most of the software should be designed and constructed. At this point, you should be working on testing the robot to ensure that all the requirements for the beta demo can be met reliably.

Week 4: Nov 6 – Nov 10

- Current status of the project relative to Gantt chart
- Update on the budget
- Presentation of any changes to the adopted hardware described last week. The rationale for the changes should be presented in the meeting and supporting documents for it must be in your dropbox by 5:00pm the day preceding your meeting.
- Software: at this point all the software development should be complete and much of it should have been tested. Again, all documentation in your dropbox by 5:00pm the day preceding your meeting.
- The testing document is a major item this week. It should detail all the tests to be performed prior to the beta demo and most of these tests should have been run at least once on the final hardware and software. Full details must be provided in the dropbox.
- Plans for next week

Prior to Week 5 (*milestone II*)

Week 5 includes the beta demonstration which will take place on November 14 for all teams. Each team will be required to perform a major demonstration with its robot showing the ability to localize, navigate, avoid collisions, find , connect to and traverse the zipline and move to the area of the flag. The robot must be able to accept the information necessary for the run from the wifi server. A Milestone Demo document will be posted to the Project folder approximately one week prior to the demo with full instructions.

Meetings will be scheduled for November 16, 17 and 21. The usual meetings will take place for the teams that meet on Thursdays and Fridays. The teams that would have met on November 14 are scheduled for November 21 (i.e. the Tuesday teams). Part of these meetings will include a review of the beta demo performance and the actions taken as a result items. As usual, all material for the meetings (including a slide presentation) will be deposited in your dropbox by 1700 on the day preceeding the meeting.

Make sure your documentation is completely up to date.

Week 5: Nov 13 – Nov 17

- Current status of the project relative to Gantt chart
- Budget review (summary of time/activity - put this in a spreadsheet).
- Integration testing
- Documentation update – make sure all documents, especially testing, are up to date
- Discussion on the performance in the beta demo
- Prepare presentation for final demo
- Discussion of any critical issues or details prior to competition

Prior to Week 6

After the meetings for the teams on Tuesday November 21, there will be no further weekly tema meetings. The final demos will take place on Friday, November 24. A document describing the format of the final demo and the structure of the demo day will be placed on MyCourses approximately one week before the final demo. However, you should continue to update your documents and track the project. The documents should be placed in your dropbox on the evening prior to the final demonstration.

Week 6: Nov 20 – Nov 24

- Current status of project, final steps before competition
- Budget summary of work to date, anticipated expenditure up to and including competition.
- Completion of Hardware, Software and Testing Documents – prepare brief summary of the state of each sector.
- Source Code – leave a copy of your complete source code in the dropbox.