Attendance

- All group members were present for Team Meeting on 10/7/19.
- All group members were present for Client Meeting on 10/9/19.

Unknowns/Risks

- Unknown: Who is on our partner CS team and how will they help contribute to the project .
- Unknown: Requirements for the project, client made it sound very open ended and it was up to us to decide what the best plan of attack would be.
- Unknown: Project roles and expectations for teams (who will submit team assignments, who will take team meeting notes, etc).

Hours This Week

	Total Hours	Hours w/ Team	Hours Helping
Andrew Victor	4	1.5	0
Ramiro Cabrera	4	1.5	0
Matt Shilling	3	1.5	0.5

Tasks from This Week

Andrew Victor

- Took notes for client meeting on 10/9/19, 0.5 hours.

Matt Shilling

- Started draft of the Team Protocols, 0.5 hrs.

Ramiro Cabrera

- Began writing the Project Opening Letter, 1 hour.
- Emailed our partner CS group to meet with them next week, .25 hour.

Highs:

- Good teamwork established.
- Fun meeting with client, they are very excited about this project.

Lows:

- Client is very busy and sounds like it will be hard squeezing in meetings.

Generated content:

- [Client Meeting Notes](#)
- [Team Protocols Rough Draft](#)

<u>Tasks for Next Week</u>

Andrew Victor

- Meet with partner CS team, 0.5-1 hours.
- Research information from meeting with client, 2-3 hours.
- Research information and ideas for technical presentation, schedule meeting with Don 2-3 hours.
- Determine project roles at next team meeting, 0.5-1 hours.

Matt Shilling

- Finish team protocols. 1hr.
- Communicate with CS team. 2hr.
  - Set up project management system & version control system .
    - Trac? Jira? Trello? Ask Dr. Nash about $$ for project mgmnt.
    - GitHub? GitLab?
  - Pick common set of design tools.
    - Eagle/KiCad, SolidWorks, etc.
- Throw ideas back and forth with Dr. Nash and Co. 1hr.

Ramiro Cabrera

- Meet with partner CS team, 0.5-1 hours.
- Research information from meeting with client, 2-3 hours.
- Research information and ideas for technical presentation, 2-3 hours.