

Attendance

- Members present for Meeting with CS Team 10/14/19 @5pm:
 - Andrew Victor
 - Ramiro Cabrera
 - Matthew Shilling
- Members present for Team Meeting 10/14/19 @5:30pm:
 - Andrew Victor
 - Ramiro Cabrera
 - Matthew Shilling

Unknowns/Risks

- Client communication seems to be on the decline.
- What is the exact line between what the CS team will be working on and what we will be doing?

Hours This Week

	Total Hours	Hours w/ Team	Hours Helping
Andrew Victor	6	2	
Ramiro Cabrera	3	2	
Matt Shilling	3	2	

Tasks from This Week

Andrew Victor

- Worked on various Team Meeting notes, 1 hour
- Worked on Team Protocols and Standards, 0.5 hours
- Worked on Project Timeline, 0.5 hour
- Worked on Engineering Requirements draft, 1 hour
- Conducted outside research on project, 1 hour
- Met with team, 2 hours

Matt Shilling

- Met with CS team, 1 hour.
- Worked on engineering requirements with team, 1 hr.
- Looking into using smartsheets, 30min.

Ramiro Cabrera

- Continued research on BlueROV and went over its data sheet, .75 hour
- Worked on Team Protocols 1 hour
- Worked on Engineering Requirements, .5 hours
- Worked on the opening letter for the start up packet, .5 hours
- Met with team, 2 hours

Highs:

- Met with the CS Team, seem like they will be good to work with.
- Went out for drinks, had a good time, great team bonding experience.

Lows:

- Client is unresponsive.

Generated content:

- Made private GitHub repo: <https://github.com/MattShilling/IcebergROV/>

Tasks for Next Week

Andrew Victor

- Startup Packet (with team)
- Client Update Email (with team)
- Project Website (with team)
- Continue external research
- Schedule regular meeting time with client

Matt Shilling

- Startup Packet (with team)
- Client Update Email (with team)
- Project Website (with team)
- Start looking at the BlueROV 3D model
- Meet with client

Ramiro Cabrera

- Startup Packet (with team)
- Client Update Email (with team)
- Project Website (with team)
- Meet with client
- Continue to do research on the BlueROV and its datasheet