

Attendance

- ECE Team Meeting - 1/28/2020 @ 5:30pm, KEC
 - Andrew Victor
 - Ramrio Cabrera
 - Matt Shilling
- Client/CS Team Meeting - 1/29/2020 @8:00am, KEC
 - Andrew Victor
 - Ramiro Cabrera
 - Matt Shilling
- Mentor Meeting with Hanna - 1/30/2020 @4pm, DB211
 - Andrew Victor
 - Ramiro Cabrera
 - Matt Shilling

Unknowns/Risks

- Getting all of our materials ordered and delivered in time for All Block Checkoff during week 6
- Updating engineering requirements/removing non-feasible engineering requirements before the requirements lock takes place
- Meet with Don to discuss future of the project

Hours This Week

	Total Hours	Hours w/ Team	Hours Helping
Andrew Victor	7	3.5	
Ramiro Cabrera	5.25	3.5	
Matt Shilling	7.5	3.5	

Tasks from This Week

Andrew Victor

- Met with ECE team, 1.5 hours
- Reviewed artifacts for Design Review, 2 hours
- Met with Client/CS team, 1 hour
- Design Review, 1 hour
- Mentor meeting slides, 1 hour
- Mentor meeting, 0.5 hours

Matt Shilling

- Reviewed Design Review artifacts, 30 min
- Weekly meeting, 1hr
- Design review, 1hr
- Prep design review docs, 1hr
- ECE team requirements meeting, 1.5hr
- Heating element simulation and sample order, 2hr
- Mentor meeting, 30min

Ramiro Cabrera

- ECE Team Meeting, 1.5 hours
- Design Reviews, 1 hour
- Reviewed Artifacts, .75 hours
- Mentor Meeting, 1 hour
- Client Meeting, 1 hour

Highs:

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Lows:

- Deadlines approaching really fast

Tasks for Next Week

Andrew Victor

- Revise RIR for final draft, 2 hours
- Work on blocks for all block checkoff, 4-5 hours
- Meet with team, 3-4 hours
- Meet with client, 1 hour
- Meet with Don, 1 hour

Matt Shilling

- Finalize material orders, 1hr
- Finish RIR, 3hr
- Finish up blocks, 5hr
- Meetings, 4 hr

Ramiro Cabrera

- Work on blocks, 6-8 hours
- Client meeting, 1 hour
- Work in lab, 2-3 hours
- RIR Final draft, 1-2 hours