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: Techblazers

Date of Submission: 09/12/21

Meeting Date & Time: 9/12/2021 3-4 PM

Meeting Location: Teams

Meeting Duration: 1 hour

|  |  |  |
| --- | --- | --- |
| Team Members | X = Present | Notes |
| Chief Boateng | X |  |
| Victor Siooh | X |  |
| Slate Jordan | X |  |
| Chase Williams | X |  |
| Emmitt Brandt | 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.

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

Team:

We decided to not go forward with an Evergy sponsored idea due to the limited contribution for each team member with the scope of the project. We scheduled a meeting with Dr. Stallard, and he was able to provide some ideas with respect to our talents. In addition, we were able to set up a meeting with Coach to talk about LoRaWAN integration with our project idea. We also finalized our project idea in our official meeting this Sunday.

Individual Contributions:

Victor: I was able to provide some last minute project ideas for the team. In addition, I helped prep team members for our presentation involving our Evergy sponsored idea which was declared obsolete. I also organized another team meeting on Friday with Andy Stallard from 6:30 pm – 8:00 pm.

Emmitt: Set up a meeting with Coach. I could not find a weekend time to meet but found a time that worked for all members involved on Monday. Helped brainstorm, think through, and flesh out product ideas.

Slate: Contributed our original project idea. Took lead on preparing team for project presentation. Researched many project ideas to decide feasibility. Idea generation and research on how to integrate LoRaWAN.

Chief: Contribution to the presentation given in class on 09/10/21 to help everyone on the team prepare for the presentation, attended additional meetings with Andy Stallard to discuss new product ideas and the validation of these new ideas.

Chase: I assisted with putting together an outline of the presentation for our initial project idea, presented this idea to the class, and answered questions from the instructor and the class. In addition, I helped the group finalize our project idea decision.

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 |
| Chase Williams | Research the current algorithms used for OCR to determine the best one to use for this project and possible improvements to it. | 9/27/2021 | 5% |
| Victor Siooh | Research cameras that contain OCR and their specifications such as battery life along with their costs and environmental factors such as weather. Research customer reviews regarding existing technologies for potential problems. | 9/19/2021 | 5% |
| Emmitt Brandt | Research image and text recognition, requirements to run such systems, and potential things for development. | 9/19/21 | 5% |
| Chief Boateng | Research on components and requirements for project idea | 09/19/21 | 10% |
| Slate Jordan | Research to decide if our solution can differentiate itself enough from existing technologies in terms of price, effectiveness, etc. | 09/19/21 | 15% |
|  |  |  |  |
|  |  |  |  |

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 |
| Project Planning Paper | 09/26/21 |
| Meeting with Coach | 09/13/21 |
| Meeting with Evergy | 09/14/21 |
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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.

We found it difficult to come up with a project/product idea that would work well for our group that includes two electrical engineering students, two computer engineering students, and one computer science student. Also, we struggled to find a project that would give a group of five enough to work on for two semesters.

We were able to resolve this issue by discussing potential ideas for our group with Andy, who helped us find something we could work on.

Include the schedule for the next meeting:

Meeting Date & Time: 09/19/21

Meeting Location: Teams