 **Team Minutes for [Team 1]**

***Delete the instructions in black italics and replace them with your team’s information. Add new information after each meeting and save the document with the current date after the document name. This will create one long document that includes the minutes of all team meetings. You will have the old versions saved under document names with the previous dates in case they are needed.***

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| **Team Members’ Names** |
| *Dat Truong* |
| *Tyler Braun* |
| *Hunter Bliss* |
| *Joe Labuszewski* |
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**Meeting 1**

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| **Meeting Date:**  ***Feb 23*** | **Start Time: *10:00* End Time: *4:00***  **Summary of Meeting**  **Assembling the wheel, mounting the camera, configuring the I2C, figuring out the encoder** |
| 1. Attendance | *Dat, Tyler, Hunter* |
| 2. Purpose of Meeting | *Getting mini project 1 done.* |
| 3. Discuss work completed since last meeting. | *Encoder and turning the wheel are fixed and working. Completed the white balance mechanics.* |
| 4. Summarize work completed during meeting | *Finished working with I2C between the Pi and Arduino, meeting minutes, and building the wheel.* |
| 5. Review action items to be completed after meeting | *Implement the LCD and show off demo.* |
| 6. Schedule next meeting | *Feb 24* |
| 7. Recording secretary | *Dat Truong took it on Feb 23* |

**Meeting 2**

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| **Meeting Date:**  ***Feb 24*** | **Start Time: *11:00* End Time: *11:50***  **Summary of Meeting**  **Demonstrating the build and planning for the next meeting.** |
| 1. Attendance | *Dat, Tyler, Hunter, Joe* |
| 2. Purpose of Meeting | *Demo and assigning roles for the next demo. Planning how to implement each section.* |
| 3. Discuss work completed since last meeting. | *Everything was completed for the mini demo.* |
| 4. Summarize work completed during meeting | *Showed off the mini demo and started planning for the next meeting.* |
| 5. Review action items to be completed after meeting | *Building the rover and setting up how to implement the systems between arduino and pi.* |
| 6. Schedule next meeting | *Feb 26* |
| 7. Recording secretary | *Dat Truong took it on Feb 24* |

**Meeting 3**

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| **Meeting Date:**  ***Feb 26*** | **Start Time: *11:00* End Time: *11:50***  **Summary of Meeting**  **Building the rover** |
| 1. Attendance | *Dat, Tyler, Hunter, Joe* |
| 2. Purpose of Meeting | *Start building the rover and go over which systems to start implementation.* |
| 3. Discuss work completed since last meeting. | *Set deadlines for when code should be completed as well as who is doing which section.* |
| 4. Summarize work completed during meeting | *Started building the rover, with 50% of the design completed. Putting together components on the pi and arduino. Planning where to mount other components.* |
| 5. Review action items to be completed after meeting | *Meeting minutes and working on camera code.* |
| 6. Schedule next meeting | *Feb 28* |
| 7. Recording secretary | *Dat Truong took it on Feb 26* |

**Meeting 4**

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| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 5**

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| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 6**

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| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 7**

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| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 8**

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| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 9**

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| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 10**

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| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 11**

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| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 12**

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| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 13**

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| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 14**

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| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 15**

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| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |