Meeting Minutes

**Date:** Thursday, June 6, 2019

**In Attendance:** Brittany Hewitson, Corey Myrdal, Huy Thong Bui, Wenpei Li, Winsey Chui

**Start Time:** 10:50AM

**Purpose of Meeting:** review specific requirements for the product, review roles of team members in specific areas.

**Specific Requirements:** Requirements were described as per wiki page and assigned by both preference, abilities and current knowledge.

* *Introduction and Letter:* Brittany Hewitson
* *Abstract and Conclusion:*Wenpei Li
* *System overview:*Winsey Chui
* *Engineering standards:*Corey Myrdal
* *Sustainability and Safety:*Huy Thong Bui

**Plan for Requirement Specs:** Currently we divided the requirements for our project in several field:

* General requirements: including functional and system requirements
* Hardware requirements: including general, electrical, and optical requirements
* Software requirements: including data analysis and user interface requirements
* For each requirements, we also separate in 3 phases, with phase 1 is the basic and necessary features, and phase 3 is for advanced attributes.
* We went through the areas and tried to add the requirements as more details as possible with various corner cases.

**Sub-team Division:** We organize our group in to 2 smaller teams:

* Hardware team: Winsey Chui, Wenpei Li
* Software team: Brittany Hewitson, Corey Myrdal, Huy Thong Bui

**Financial Planning:** The expense for our project in phase 1 will mainly from hardware; hardware team will check the necessary devices and send a list to CFO for procurement.

**Action Plan:**

* Complete individual sections for System Requirements Document draft
  + Responsible: everyone
  + Due Date: June 7, 11:59PM

**Next Meeting Plan:** Start to build the prototype

**Next Meeting Date:** Tuesday, June 11, 2019 at 12:30 PM.

**End Time:** 12:05 PM