Track Tech

Meeting Minutes

Primary Owner: Marissa Samayoa

MEETING PARTICIPANTS **DATE**

Core Team	Dawson Burgess Spencer Butler Marissa Samayoa
Others	
Meeting Logistics	Agenda: See below Meeting Conducted:

MEETING SUMMARY

Agenda

Old Business
-

New Business
-

Notes

Old Business
-

New Business
-

Core Team	Dawson Burgess Spencer Butler Marissa Samayoa
Others	
Meeting Logistics	Agenda: See below Meeting Conducted: In person

MEETING SUMMARY

Agenda

Old Business
- n/a

New Business
- Meet Teammates
- Work on Papers Instructions

Notes

Old Business
- n/a

New Business
- Responsibilities
  - Meeting Minute Writer - Marissa
  - Agenda/Meeting Email - Dawson
  - Budget Liaison - Spencer
- Meeting Plans
  - Team Meetings - Thursdays @3:30pm (during class time)
    - After class if there is a group meeting scheduled
  - Instructor Meetings - Tuesdays @3:30pm when deemed necessary/check in
    - After class if there is a group meeting scheduled
  - Plan to arrange meeting with client - next Wednesday @4:00pm
- Team Name: Track Tech

Core Team	Dawson Burgess Spencer Butler Marissa Samayoa
Others	Client: JP Hansen
Meeting Logistics	Agenda: See below Meeting Conducted: via Zoom

MEETING SUMMARY

Agenda

Old Business
- Team Introductions

New Business
- Discuss project details with the client (see agenda document)

Notes

Old Business
- Team details and positions

New Business
- Minimum viable product
  - 6ft distance between robots
  - Have robots be able to reposition themselves to face each other
- Product details
  - Acquire robots from Donald in compilers?
- Budget
  - $300 : used for gps module potentially
- Communication
  - Biweekly meetings
  - Email is always open
  - JP will join us on discord

Core Team	Dawson Burgess Spencer Butler Marissa Samayoa
Others	
Meeting Logistics	Agenda: See below Meeting Conducted:

MEETING SUMMARY

Agenda

Old Business
- Meeting with client

New Business
- Project details and next moves

Notes

Old Business
- Minimum viable product
- Product details

New Business
- Need to add JP to discord
- Need to work on mission document with the information we just learned
- Need to get prototype
- Budget document is needed after all and will need to be done later
- Due dates
  - Interview with client - done
  - Project definition - 9/21
- Spencer will be in charge of keeping track of schedule doc. And keeping others up to date on it
- Will make documents for schedule and upcoming due dates

Core Team	Dawson Burgess Spencer Butler Marissa Samayoa
Others	
Meeting Logistics	Agenda: See below Meeting Conducted:

MEETING SUMMARY

Agenda

Old Business
● Project details and next moves

New Business
● Project definition documents

Notes

Old Business
● Need to work on documents

New Business
● Went over project requirements document as well as value proposition
   ○ Nailed down fine details within and finalized
● Donald isn't responding about us getting the prototype, and we will try to contact once more before requesting client intervention

Core Team	Dawson Burgess Spencer Butler Marissa Samayoa
Others	
Meeting Logistics	Agenda: See below Meeting Conducted:

MEETING SUMMARY

Agenda

Old Business
- Need to work on documents

New Business
- More documents
- Receiving old work from last years prototype

Notes

Old Business
- Worked on product requirements and value proposition
- Still can't get a hold of prototype

New Business
- Worked on budget document
  - Need to see what kind of module JP wants, but for now we will just assume max price
  - Add all products we might need, even if unlikely, since we'd rather be under budget than over
- Added tests to DVP document
- Still waiting for a prototype - Dr. Conte De Leon has robot
- We have officially received the code from JP