

# **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**

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>•</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>•</li></ul>

## MEETING PARTICIPANTS

9/5/23

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>• n/a</li></ul> New Business <ul style="list-style-type: none"><li>• Meet Teammates</li><li>• Work on Papers Instructions</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>• n/a</li></ul> New Business <ul style="list-style-type: none"><li>• Responsibilities<ul style="list-style-type: none"><li>○ Meeting Minute Writer - Marissa</li><li>○ Agenda/Meeting Email - Dawson</li><li>○ Budget Liaison - Spencer</li></ul></li><li>• Meeting Plans<ul style="list-style-type: none"><li>○ Team Meetings - Thursdays @3:30pm (during class time)<ul style="list-style-type: none"><li>■ After class if there is a group meeting scheduled</li></ul></li><li>○ Instructor Meetings - Tuesdays @3:30pm when deemed necessary/check in<ul style="list-style-type: none"><li>■ After class if there is a group meeting scheduled</li></ul></li><li>○ Plan to arrange meeting with client - next Wednesday @4:00pm</li></ul></li><li>• Team Name: Track Tech</li></ul>

## MEETING PARTICIPANTS

9/13/23

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

## MEETING PARTICIPANTS

9/14/23

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>• Meeting with client</li></ul> New Business <ul style="list-style-type: none"><li>• Project details and next moves</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>• Minimum viable product</li><li>• Product details</li></ul> New Business <ul style="list-style-type: none"><li>• Need to add JP to discord</li><li>• Need to work on mission document with the information we just learned</li><li>• Need to get prototype</li><li>• Budget document is needed after all and will need to be done later</li><li>• Due dates<ul style="list-style-type: none"><li>○ Interview with client - done</li><li>○ Project definition - 9/21</li></ul></li><li>• Spencer will be in charge of keeping track of schedule doc. And keeping others up to date on it</li><li>• Will make documents for schedule and upcoming due dates</li></ul>

## MEETING PARTICIPANTS

9/21/23

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>• Project details and next moves</li></ul> New Business <ul style="list-style-type: none"><li>• Project definition documents</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>• Need to work on documents</li></ul> New Business <ul style="list-style-type: none"><li>• Went over project requirements document as well as value proposition<ul style="list-style-type: none"><li>◦ Nailed down fine details within and finalized</li></ul></li><li>• Donald isn't responding about us getting the prototype, and we will try to contact once more before requesting client intervention</li></ul>

## MEETING PARTICIPANTS

9/29/23

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>• Need to work on documents</li></ul> New Business <ul style="list-style-type: none"><li>• More documents</li><li>• Receiving old work from last years prototype</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>• Worked on product requirements and value proposition</li><li>• Still can't get a hold of prototype</li></ul> New Business <ul style="list-style-type: none"><li>• Worked on budget document<ul style="list-style-type: none"><li>○ Need to see what kind of module JP wants, but for now we will just assume max price</li><li>○ Add all products we might need, even if unlikely, since we'd rather be under budget than over</li></ul></li><li>• Added tests to DVP document</li><li>• Still waiting for a prototype - Dr. Conte De Leon has robot</li><li>• We have officially received the code from JP</li></ul>

## MEETING PARTICIPANTS

10/11/23

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

## MEETING SUMMARY

### Agenda

#### Old Business

- Documents

#### New Business

- Discussion about receiving prototype
- Progress on project

### Notes

#### Old Business

- Received previous code from JP
- Worked on DVP and budget documents
- Still do not have robot

#### New Business

- Discussed progress on the project
  - Showed gantt schedule
  - Client is very satisfied with where we're at and documentation
- Still don't have the robot prototype
  - Dr. Conte De Leon isn't responding to either us or client
  - JP will make us a new robot if he never responds
  - We might have to go find him at his office
- JP gave us a link to a github which will help us with understanding the arm part of the robot
- JP will help us with installing the GPS module if we need it
- Possibility of using altimeter instead of accelerometer



## MEETING PARTICIPANTS

10/19/23

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>• Meeting with client about robot and progress</li></ul> New Business <ul style="list-style-type: none"><li>• Upcoming deliverables</li><li>• Meetings with De Leon</li><li>• Have the robot</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>• Received robot arm code assistance</li><li>• Can't get ahold of robot from De Leon</li></ul> New Business <ul style="list-style-type: none"><li>• Have acquired the robot</li><li>• Dr. Conte De Leon wants to meet with us at client meetings every other thursday starting next one: possibly 4:30pm</li><li>• Everyone needs to get the arduino IDE</li><li>• Will discuss with JP how to access budget and what we'd like to buy next meeting</li><li>• Plan to break down code somehow and divy up -&gt;next week</li><li>• Need to go over previous code to better understand</li><li>• Need to confirm a meeting for the concept design review presentation</li><li>• Will create a slideshow and slowly start adding to it</li><li>• Deliverables<ul style="list-style-type: none"><li>○ Concept design review</li><li>○ Team citizenship</li></ul></li></ul>

## MEETING PARTICIPANTS

10/26/23

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>• Need to look into robot and code</li><li>• Acquired robot</li></ul> New Business <ul style="list-style-type: none"><li>• Discussing issues with robot</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>• Starting to work on presentation</li><li>• Need to talk to JP about budget</li></ul> New Business <ul style="list-style-type: none"><li>• Trying to reassemble the prototype since everything has been disconnected while being stored in Dr. Conte de Leon's possession</li><li>• Difficulty connecting to arduino<ul style="list-style-type: none"><li>◦ Need to contact JP about hardware connection issue</li></ul></li><li>• Troubleshooting -&gt; board won't stay connected</li><li>• Gonna try to schedule Concept Design Review for Nov. 9th at 4pm</li></ul>

## MEETING PARTICIPANTS

11/6/23

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>● Troubleshooting the arduino</li></ul> New Business <ul style="list-style-type: none"><li>● Discussing concept design review last minute details</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>● Can't connect to board-&gt;need to contact JP</li></ul> New Business <ul style="list-style-type: none"><li>● Discussed remaining finishes on Concept Design Review presentation</li><li>● Divided up the presentation into parts<ul style="list-style-type: none"><li>○ Marissa:<ul style="list-style-type: none"><li>■ 5-8, 14-16</li></ul></li><li>○ Dawson:<ul style="list-style-type: none"><li>■ 1-4, 13, 17-end</li></ul></li><li>○ Spencer<ul style="list-style-type: none"><li>■ 9-12</li></ul></li></ul></li><li>● Be there at 3:30pm in room for presentation<ul style="list-style-type: none"><li>○ Dress nice</li><li>○ Notes optional if wanted</li></ul></li><li>● May need to scrap the physical presentation part due to issues</li></ul>

## MEETING PARTICIPANTS

11/16/23

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>• Discussing concept design review</li></ul> New Business <ul style="list-style-type: none"><li>• Due dates before break</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>• Divided up presentation</li><li>• May need to remove part of the slides due to hardware issues</li></ul> New Business <ul style="list-style-type: none"><li>• Discussed due dates<ul style="list-style-type: none"><li>○ Logbook: today</li><li>○ Portfolio: today</li><li>○ Citizenship: tomorrow</li></ul></li><li>• Will update our documents then send them to Bolden</li></ul>

**MEETING PARTICIPANTS****11/30/23**

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

**MEETING SUMMARY**

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>• Discussing upcoming due dates</li></ul> New Business <ul style="list-style-type: none"><li>• Snapshot day 2</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>• Discussed the specifics of what is coming up and what's due before break</li></ul> New Business <ul style="list-style-type: none"><li>• Discussed which slides to put on foam board for snapshot day 2</li><li>• Assembled the board<ul style="list-style-type: none"><li>○ Marissa got the tacs and printed the sheets</li><li>○ Spencer picked up the board</li></ul></li></ul>

**Spring Semester**

## MEETING PARTICIPANTS

1/11/24

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• New semester, whats next</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Discussed budget and purchasing items</li><li>• Need to register for expo</li><li>• Need to meet with JP</li></ul>

## MEETING PARTICIPANTS

1/18/24

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Parts and robot issues</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Discussed purchasing of parts</li><li>• JP has been working on a new robot to see if it can run code</li><li>• Old code is broken</li></ul>



## MEETING PARTICIPANTS

1/25/24

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Testing new robot and boards</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Waiting on delivery of parts</li><li>• Acquired new robot from JP</li><li>• Focusing on coding first and then the presentation coming up</li><li>• Successfully communicating with boards</li></ul>

**MEETING PARTICIPANTS****1/30/24**

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

**MEETING SUMMARY**

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Working with old robot and new boards</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Need to schedule engineering release review with JP</li><li>• Going to use old robot with new boards</li><li>• Working on basic movements</li></ul>

## MEETING PARTICIPANTS

2/1/24

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Attaching parts to robot</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Working on attaching parts(GPS and accelerometer) to robot<ul style="list-style-type: none"><li>○ Slight connection issues</li></ul></li><li>• Issues getting correct positional values<ul style="list-style-type: none"><li>○ Not getting lat and long</li></ul></li></ul>

## MEETING PARTICIPANTS

2/6/24

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Working with GPS</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Going to try the GPS on the top floor of the library to see if that fixes invalid data<ul style="list-style-type: none"><li>◦ Receiving coordinates correctly now</li></ul></li><li>• Going to try to get the other GPS working at the same time</li></ul>

## MEETING PARTICIPANTS

2/8/24

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Still working with GPS</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Need to schedule a meeting with JP</li><li>• Working on reading in 2 GPS at same time</li><li>• Working on communication between boards</li></ul>

## MEETING PARTICIPANTS

2/12/24

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Presentation prep and GPS work</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Engineering release review: friday @4pm</li><li>• Presentation still needs some work</li><li>• Working on parsing GPS data</li></ul>

## MEETING PARTICIPANTS

2/13/24

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Movement and GPS code</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Issues with pins breaking off inside board -&gt; removed them</li><li>• Working on function for robot movement using GPS data</li></ul>

**MEETING PARTICIPANTS****2/20/24**

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

**MEETING SUMMARY**

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>•</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Presentation went well</li><li>• Moving forward without accelerometer then might use later</li><li>• Working on movement with data</li><li>• Calculating difference between two positions</li></ul>



**MEETING PARTICIPANTS****2/21/24**

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

**MEETING SUMMARY**

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Changing scope of project</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Discussed issues regarding GPS</li><li>• Will now be using light rather than GPS</li><li>• Suggested use of led lights</li></ul>

## MEETING PARTICIPANTS

2/22/24

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Tasks for new project</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Sending Bolden new description due to change in project</li><li>• Need to order new parts<ul style="list-style-type: none"><li>○ LEDs</li><li>○ Sensor</li></ul></li><li>• Will wrap up GPS code</li><li>• Rough alignment works with new requirements</li></ul>

## MEETING PARTICIPANTS

2/27/24

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Working with sensor</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Ordered new parts</li><li>• Disassembled old parts</li><li>• Writing code to read in sensor</li></ul>

## MEETING PARTICIPANTS

2/29/24

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Working with new sensor</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Working with new sensor</li><li>• getting reasonable data</li><li>• Installing lights for rough alignment</li><li>• Rough alignment with new sensor</li></ul>

## MEETING PARTICIPANTS

3/19/24

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Snapshot 3</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Need to work on snapshot 3 presentation</li><li>• Working on fine-tunes alignment</li><li>• Have flashlight for rough alignment</li><li>• Weird issue with odd values</li><li>• Need to solder sensor</li></ul>

## MEETING PARTICIPANTS

3/21/24

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Snapshot 3 poster</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Working on snapshot 3 poster</li><li>• Continuing to fix issues with sensor</li><li>• Trying old sensor but issues with lower range and precision</li></ul>

## MEETING PARTICIPANTS

3/28/24

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>•</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Trying to figure out why sensor sometimes gives invalid values</li><li>• Soldered the sensor due to issues with bending wires</li><li>• Realized that there was a power issue causing the weird values</li></ul>

## MEETING PARTICIPANTS

4/2/24

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>•</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Sensor issues with invalid values seems to be resolved</li><li>• Sensor seems to be catching laser at an angle and not returning to the direct laser location</li></ul>



## MEETING PARTICIPANTS

4/4/24

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

## MEETING SUMMARY

<u>Agenda</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>•</li></ul>
<u>Notes</u>  Old Business <ul style="list-style-type: none"><li>•</li></ul> New Business <ul style="list-style-type: none"><li>• Working on DVP&amp;R</li><li>• Talked about needing to work on poster and report</li><li>• Want to meet with JP to make sure he is satisfied</li></ul>

