

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

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

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">• Meeting with client New Business <ul style="list-style-type: none">• Project details and next moves
<u>Notes</u> Old Business <ul style="list-style-type: none">• Minimum viable product• Product details New Business <ul style="list-style-type: none">• 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<ul style="list-style-type: none">○ 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

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">• Project details and next moves New Business <ul style="list-style-type: none">• Project definition documents
<u>Notes</u> Old Business <ul style="list-style-type: none">• Need to work on documents New Business <ul style="list-style-type: none">• Went over project requirements document as well as value proposition<ul style="list-style-type: none">◦ 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

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">• Need to work on documents New Business <ul style="list-style-type: none">• More documents• Receiving old work from last years prototype
<u>Notes</u> Old Business <ul style="list-style-type: none">• Worked on product requirements and value proposition• Still can't get a hold of prototype New Business <ul style="list-style-type: none">• Worked on budget document<ul style="list-style-type: none">○ 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

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

<u>Agenda</u> Old Business <ul style="list-style-type: none">• Documents New Business <ul style="list-style-type: none">• Discussion about receiving prototype• Progress on project
<u>Notes</u> Old Business <ul style="list-style-type: none">• Received previous code from JP• Worked on DVP and budget documents• Still do not have robot New Business <ul style="list-style-type: none">• Discussed progress on the project<ul style="list-style-type: none">◦ Showed gantt schedule◦ Client is very satisfied with where we're at and documentation• Still don't have the robot prototype<ul style="list-style-type: none">◦ 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">• Meeting with client about robot and progress New Business <ul style="list-style-type: none">• Upcoming deliverables• Meetings with De Leon• Have the robot
<u>Notes</u> Old Business <ul style="list-style-type: none">• Received robot arm code assistance• Can't get ahold of robot from De Leon New Business <ul style="list-style-type: none">• Have acquired the robot• Dr. Conte De Leon wants to meet with us at client meetings every other thursday starting next one: possibly 4:30pm• Everyone needs to get the arduino IDE• Will discuss with JP how to access budget and what we'd like to buy next meeting• Plan to break down code somehow and divy up ->next week• Need to go over previous code to better understand• Need to confirm a meeting for the concept design review presentation• Will create a slideshow and slowly start adding to it• Deliverables<ul style="list-style-type: none">○ Concept design review○ Team citizenship

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

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

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