

## **CS 440 Meeting Minutes**

Group: 31      Date: 2/9/22      Time: 7:30pm-9:00pm      Duration: 1.5hrs

Present, on time: Edward Plesa, Ryan Jasiak, Beyza Soylu, Abel Abraham

Present, not on time: N/A

Absent: N/A

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### **Synopsis:**

This week's meeting minutes were used to make good headway on the development project paper and start putting together the presentation for week 6.

### **Recent Individual Accomplishments:**

Ryan: Finished writing sections 6 and 8 of the development project report, which deal with project constraints and requirements.

Abel: Finished writing sections 3 and 4 of the development project report, which are respectively titled "The Scope of the Work" and "The Scope of the Product".

Beyza: Finished writing section 5 of the development report which goes into detail of the various stakeholders involved.

Edward: Finished writing Sections 1 and 2 of the development project report which cover the "Project Description" and "The Purpose of the Project".

### **Current Individual Activities:**

Ryan: Will work on overall system setup. Setup of the system will entail design of the machine flow and key/pattern cycles. This will heavily rely on the relay bandwidth.

Beyza: Working on presentation for the first part of the development project; still working on implementation of the JavaFX piano for the coding project.

Edward: Work on the introduction and presentation of the project for the slides to be presented in week 6. Start revising the first section of the project report.

Abel: Continue coordinating with team members for development project plans through the upcoming week.

#### Individual Action Items:

Ryan: Practice presentation skills and pizzazz-ing up my speech capabilities. Speaking with intention and volume, as well as clarity and assertiveness.

Beyza: Practice slides for the development project report. Research more into the different roles needed to maintain the hypothetical finished project after development.

Edward: Revise and polish the content of Part 1 of the report due in week 6. Put together and practice slides for the project report (mainly the introduction).

Abel: Revise and prepare breakdown for portion of the work done on the presentation; discuss with other group members plans for in-class presentation of development project.