**Student Info**

**Name:**

**Project Title:**

**Date / Time:**

**Meeting Objectives:**

1. To review the status of the project and progress the work of the project
2. To proactively identify and address issues and risks
3. To maintain open lines of communication and foster team building

**Attendees:**

**Tasks and Activities**

List completed and upcoming tasks for every 2 weeks

* + Completed tasks/activities
  + Created google drive & github repository to keep track of our work
  + Added tarek as collaborator
  + Installed Arduino environment into my MacBook and Desktop.
  + Successfully assembled the robot and made it work.
  + Robot successfully avoid obstacles.
  + I was able to have 2 face to face meeting with my partner.
  + Upcoming tasks/activities

-Web based controller.

-Face Recognition( thinking how could be the best way to do it)

- turn raspberry p in server

**Issues and Risks**

Identify issues and potential risks

* + Issues

Not sure if the web based controller is the best solution

* + Risks
  + Web based controller might not be quickly responsive