Chris Van Dyke, Hassan Kadiri, Sam Hofmann
Team name, logo, letterhead:

9366 Atlantic Street
Elizabeth, NJ 07202
734-123-1234

Team meeting day(s) : Sunday, 6:00pm to 8:00pm via Zoom (Link sent at 6:00 to Group Chat)

Team Contract

The mission of Sunset Industries is to design and implement a system on our quadcopter which allows it to autonomously take-off when it detects light and land when lights are switched off. We will then present our final results to the course instructional staff. Over the course of the project, team members will rotate between the roles of facilitator, recorder, and gatekeeper. Each team member is expected to come to each meeting prepared, be actively engaged throughout each meeting, and communicate with other team members when new ideas or issues arise. Leadership of the group will be rotated weekly, however, the votes of any two members is sufficient to pass an action.

Code of Conduct

- Team members must be on time to the meetings, meaning promptly at 6pm on Sunday, all team members must be present in the Zoom meeting / Place of meeting and must participate and attend the meeting until 8:00pm or until all team members have decided that the meeting is over.
- If a member has a conflict with a pre-planned meeting time, they must notify other members as soon as possible so that the meeting can be rescheduled to a more convenient time that week.
- Future meetings will be organized at the end of each meeting, protizing the most urgent task, such as assignments due that week or problems with the project or its dynamics. Other emergency meetings will be arranged via email/text and will prioritize the said task.
- Decisions will be made using the majority rule, however attempting to reach a full group consensus takes precedent.
- The agenda of any meeting will be followed strictly unless there is a more pressing issue or the agenda changes during the meeting due to any unimportant or unrelated tasks. The facilitator will be responsible for keeping the meeting on track.
- If any conflict does arise, we will default to the majority rule. If a consensus is still not able to be reached, compromises will be made until all members are satisfied.
- We will encourage the right for everyone to speak if any issue arises. We want to fix any concerns with the progression of the project as quickly as possible. We also encourage any group member to be honest and open. If it sparks a small disagreement, we will use the majority rule to decide on that issue.

- Behaviors that must be avoided at meetings include use of cell phones for unrelated tasks, brash/aggressive behavior, and interruption of others. More broadly, members must be respectful and courteous at all times.
- At the end of each meeting, tasks will be assigned to each team member. Unless otherwise specified, these tasks should be completed by the next scheduled meeting.
- If team members have an issue with other team members' performances on their tasks, they will let the other person know via text/email in the most polite and respectful way possible; as to encourage the team member to increase their efforts while not insulting their work
- If any inappropriate behavior, including but not limited to violation of this conduct, harassment, offensive language, belittling, etc., does arise from any person in the group, they will be firstly given a warning and will be obliged to re-read this code of conduct. If the inappropriate behavior continues, they will be referred to an instructor and they will handle it from there.

Signatures:

Hassan Kadiri

Chris Van Dyke

Samuel Hofmann

9366 Atlantic Street
Elizabeth, NJ 07202
734-123-1234

Meeting Minutes

Date of Meeting: November 8th, 2020
Start Time: 6:00 pm
Ending Time: 8:00 pm
Location: Online via Zoom
Type of meeting: Informal Discussion

Name	Present?	Role
Christopher Van Dyke	**Yes**	**Facilitator**
Samuel Hofmann	**Yes**	**Gatekeeper**
Hassan Kadiri	**Yes**	**Recorder**

Agenda (from last meeting) , including: (time for each one and responsibilities)
1. **6:00 - 6:10:** Update other members on individual progress, team updates, and announcement of any new challenges encountered.
    1.1. Discussion led by Chris
    1.2. Catch up on the current status of the project and what has been accomplished since the last meeting.
2. **6:10 - 6:45:** Brainstorming ideas for the maze code and custom project
    2.1. Chris and Hassan focus on maze code, Sam works with custom project
    2.2. Current status of the maze code
    2.3. Progress on method of mounting arduino to the quadcopter
3. **6:45 - 7:00:** Discuss future objectives of the project and make changes to our plan as necessary
    3.1. Revise project timeline and progress as necessary as a team.
4. **7:00 - 7:30:** Make Project Management Gantt chart for Individual Email Assignment
    4.1. Task led by Samuel
    4.2. This will be helpful to lay out what has been done and what still needs to be done
5. **7:30 - 7:45:** Assign actions for all team members for the next week
    5.1. Discussion led by Hassan
6. **7:45 - 8:00:** Create an agenda for the next meeting

6.1. Planning led by Chris
6.2. Lay out the things that should be done by the next meeting and who should have them ready

Minutes

- Oral reports by every member were given (10 minutes)
  - All members completed their tasks from last meeting
  - Nothing too new to discuss from last meeting besides interfacing with LIDAR
- Hassan brought up an issue from last meeting on whether we should include another arduino or interface with the lidar's arduino (5 minutes)
  - Hassan's opinion was rejected
    - Chris and Samuel voted to incorporate a new arduino
    - Discussed which would be easier and more practical
  - Decided on putting another arduino for the photoresistor
  - Interfacing with the lidars's arduino is complicated and risky
- Maze code has been completed (30 minutes)
  - Trying to debug why quadcopter is failing the last turn
  - Possible a miscalculation in one of the sensors or an error in the maze code
- Current objectives have not changed (10 minutes)
  - Planned to finish the maze code and the recording by 11/9/20
  - Must go to office hours in order to not fall behind on custom project
    - Team will attend on Sunday at 11:00 a.m.
- Individual emails and gantt chart (30 minutes)
  - Everyone has begun writing their emails
  - Samuel discusses format and content of emails to make sure everyone is on the same page
  - Gantt chart was created last week and looks good to all members
- Side discussion on whether our team will finish on time (5 minutes)
  - Team members must all focus and finish their objectives in a timely manner
  - If not, we risk not finishing the custom project by 11/21/20
- Roles assigned to each team member for next meeting(15 minutes)
  - All tasks and responsibilities for the next meeting were decided upon as a team and are listed in the chart below
- Agenda for net meeting was created and final remarks about project were made (15 minutes)

Tasks	Details	Date due	Person responsible
Finish final maze code	We have most of the code complete, but after testing in the lab we need to complete one more round of revisions.	11/13/20	Hassan
Create physical mount for custom project	Finalize design for method of mounting new Arduino and sensor, then prototype it.	11/16/20	Samuel
Finalize out Team Management Gantt chart	Update specific dates for future plans and current progress on the gantt chart for the rest of the semester before we turn it in.	11/10/20	Chris
Begin writing prototype code for our custom project	Now that we are transitioning our focus to the custom project, we need to begin laying out the coding aspect for how we will get the arduino to respond to changes from the photoresistor.	11/15/20	Hassan

Schedule for Next Meeting:
- Sunday, November 15th at 6:00 pm EST
- Online via Zoom
- Agenda:
  - **6:00 - 6:10:** Update other members on individual progress, team updates, and announcement of any new challenges encountered.
    - Discussion led by Hassan
    - Catch up on the current status of the project and what has been accomplished since the last meeting.
  - **6:10 - 6:25:** Discuss any final issues or tasks related to the maze project
    - Updates led by Chris

- ■ This part of the project should be completed by now, so we just need to prepare to submit our recording of a successful flight
- ○ **6:25 - 6:35:** Discuss future objectives of the project and make changes to our plan as necessary
  - ■ Organization led by Chris
  - ■ Establish our priorities for the coming week and identify any other ugent things that we must address during this meeting
- ○ **6:35 - 6:50:** Tackle any new or urgent issues related to our custom project, or new technical communication assignments to prepare for
  - ■ Discussion led by Chris
  - ■ This will be a time to take care of the most pressing tasks before we get to work on our custom project
- ○ **6:50 - 7:45:** Collaborate and work on custom project
  - ■ Chris and Hassan will focus on the arduino code
  - ■ Sam will focus on the physical enclosure for the project and interfacing everything with Mission Planner.
- ○ **7:45 - 8:00:** Create an agenda for the next meeting
  - ■ Planning led by Hassan
  - ■ Lay out the things that should be done by the next meeting and who should have them ready