**WEEKLY REPORT and MEETING AGENDA**

Report #: 1 Project Name: SPICE

Date: 2/21/2023 Prepared by: JP Bartsch

**Agenda for the meeting**

1. Acquisition of parts/What parts we want
2. Rough sketches of mechanical parts and UI
3. Proposed functionality of the system as a whole

**Overall accomplishments since last meeting**

1. Brainstormed ideas
2. Researched relative need and viability
3. Chose project
4. Prepared proposal and presentation
5. Began work on hardware, software, and physical designs

**Tasks completed by each team member since last meeting**

| Task description | Assigned to | Completed? |
| --- | --- | --- |
| Brainstorm and choose project | All | Yes |
| Create proposal report and presentation | All | Yes |
| Begin sketching physical components | Caleb/Carlos | Yes |
| Begin rough sketch of user interface | JP | Yes |
| Look into needs for Raspberry Pi and Arduino | Kile | Yes |
|  |  |  |
|  |  |  |

**Plans for next period**

1. Have final distribution mechanism design and base design ready
2. Have Parts Designed in Autodesk
3. Finalize UI design
4. Setup Raspberry Pi & Arduino code environments
5. Connect Raspberry Pi and Arduino
6. Order components

**Task assignment per team member (to be completed before the next meeting)**

| Task description | Assigned to |
| --- | --- |
| Finalize distribution mechanism design | Caleb |
| Finalize base design | Carlos |
| Finalize ideal user interface design | JP |
| Secure communication between Raspberry Pi and Arduino | Kile |
| Finalize components list and place order | All |
|  |  |
|  |  |

**Project management status**

1. First sprint is going good; sketches and design aspects have been successful so far
2. Well-organized roles for each team member; every member is accomplishing appropriate tasks
3. Organized list of parts to order; planning to place orders by the end of Wednesday

**Minutes from previous meeting**

**No previous weekly meeting**