Agenda Item	Addressed in the meeting (yes/no)	Point Value	Yifei Liu	Zhiyin Liu	Zhaomeng Zhang
Present and on time to the meeting	yes	20	20	20	20
Does the team need to replace any parts or have other needs outside of the regular ordering process?	no	0	0	0	0
Are there any issues with interactions between team members? Review most recent CATME survey results and discuss with the team.	yes	0	0	0	0
Review team planning and communication within Trello and	yes	20	20	20	20

Slack. Are all assignments due in the next three weeks reflected in Trello? Is each assignment broken down into meaningful subtasks with a clearly defined deliverable and a single responsible team member (other than integration tasks)? Do the due dates for subtasks have					
realistic deadlines to allow for integration?	yes				
If the student had a corrective action from the last meeting, did they make that correction? Did the student successfully complete their	no	20	20	20	20

most important two deliverables from the last week (as listed in last's meeting table)?					
Identify most important 2 deliverables (listed in Trello) in the next week for each person.	yes		1. Get familiar with TI board. Modified simple example. 2. Get familiar with logic analyzer. 3. Project Description	1. Get familiar with TI board. Modified simple example. 2. Get familiar with logic analyzer. 3. Project Description	1. Get familiar with TI board. Modified simple example. 2. Get familiar with logic analyzer. 3. Project Description
Review focus item of the week. Enter a short summary of what was found for each student. With respect to code, specifically identify any code and testing that you cite as meaningful progress. See guidelines in schedule.	yes	40	1. Pick up parts and boards 2. Form the team 3. Schedule a weekly meeting time with team members and TAs	1. Form working team 2. Scheduled team meeting time with group members and TA 3. Get familiar with course syllabus	1.Picked up equipments 2. Read documents 3. Formed team 4. Made team schedules
t	• not app	0	None	None	None

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Record most important corrective action that this student must take in the next week. If none, simply enter that.					
Identify any issues for the team or individual students that must be brought to the instructor's attention.	Not applicable	0	None	None	None

		100	100	100	100	100