Peer Review meeting

Long Flight Time Buoyant Drone 2/9/2021 7:30 - 9:00PM(PST)

horizontal lineATTENDEES

* Excused absences:
* Unexcused absences:

## AGENDA

* **Feedback:** Each person will receive feedback from each of the team members and themselves pros and cons, this should be the same feedback you gave on the evals. **BE HONEST**
  + Dylan 7:36
    - Wants project to be as good as possible, most excited about it
    - Good at scheduling meetings and getting people to go to their meetings
    - As a leader, needs to get better at being assertive with quality control
    - Main project skill: CADing, learning as he goes independently
  + George 7:43
    - Work more with simulation software and C programming
    - Ask for help more, works independently for too long, although he is putting in much effort in project
    - Communicate better with team on what he is working on, try to see different perspectives and opportunities for conflict resolution
    - Much technical knowledge, share what he is thinking with the team more
  + Isaac 7:50
    - Can do more work with simulation and learn how to work it better
      * Ask for help more and look for learning material about sim
    - Improved with participating in the chat and in the project
    - Start work early to get it done faster before deadlines
    - Has potential to do more with project, communicate with others about what needs to be done
  + Jeremy 7:58
    - Be more vocal in discussions on why things are being implemented
    - Planned for power management for next sprint
    - Underutilized by the team, ask for more assignments
    - Always arrive early in meetings
    - Sole meeting notes taker
  + Ryan 8:06
    - Self-document diagrams better for slides, re-learning PCB
    - Ask more questions about hardware and ask for help if needed
    - Did well with discussing topic with professor, specifics were good
    - Did a lot of work in a short amount of time
    - Committed to project despite time difference
  + Leon 8:13
    - Has improved with being timely and excited about project
    - Needs deadlines to push for more work and balance with other classes
    - Should ask for help more in project decisions, communicate better
    - Reluctant to ask for follow up comments
    - Good with hardware, learn more about other perspectives of members with regards to the project
* **Group discussion:** How we can improve as a team, what changes should we make to the team, what should our workflow look like going forward.

8:23

* + *A lot was discussed in previous meeting since last design review*
  + Do better with self-documentation and technical requirements
  + Team is individually skilled, need to work together better
  + Trello is good and using slides for each card will help
  + Gantt chart is unused, repetitive with Trello
  + Members need to ask for more help if they require it
  + List what system technical requirement is done for each task
  + Make more group decisions about the project, instead of individually
  + Individual assignments need to be looked at as a group
    - Team needs to work together if someone is struggling with an assignment
  + Use all 2 hours of Alexei’s meeting times to go over slides and tasks
  + Do more individual research for tasks
* **Individual Improvement:** Everyone say one or two things that they are going to improve on before the next design review

8:40-9:00pm

* + Dylan
    - Be more assertive and reject work is necessary
    - Initiate and engage team to minimize quiet gaps
    - Delegate better
  + George
    - Jump in more with simulation work
    - Communicate more and ask for help, be more respectful of others ideas
  + Isaac
    - Do work early to have more time to correct
    - Talk more during meetings, ask more questions and research
  + Jeremy
    - Put in more time for power budget
    - Ask more help in specification (with Ryan and Leon)
    - Help others more with their tasks when free
  + Ryan
    - Follow technical documentation with PCB design
    - Help out other people with hardware
  + Leon
    - Ask for help when needed
    - Inform team of progress more often

Meeting End: