Peer Review meeting

Long Flight Time Buoyant Drone 3/1/2021 7:30 -(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 7:39
    - Often underestimate time required to accomplish tasks, but once done is good quality
    - Keep better tabs on everyone as leader to know state of project better
    - Struggles with giving harsh criticism to team members, gotten a little better
    - Should delegate more people to tasks, for example CAD design requires more group work, work closer with George and Isaac
  + George 7:44
    - Lack of experience using software is causing some tasks to lag on
    - Can work on communicating suggestions to team members better
    - Heavy workload compared to other members, may not be able to do it by himself
    - Should work on asking for help if he needs it with large workload, cooperate with other team members more
  + Isaac 7:53
    - Might have to do more in later sprints to meet milestones, underestimated coding required, so is behind on simulation
    - Communication can be improved with goal setting and achieving goals
    - Simulation work can be helped by George and Dylan
    - Has gotten better at speaking up during meetings
    - Not pressured to complete simulation work, should spend more time on it
    - Could be more vocal about simulation requirements and what it means for the rest of the project
  + Jeremy 7:59
    - Work better independently in power management
    - Help out more in hardware design (with Ryan and Leon)
    - Communicate better on what was accomplished in power management, also show goals and conclusions from power
    - Underutilized in project work, try to help out with more areas
    - Sole meeting minutes taker, get better at meeting minutes goals/conclusions
    - Using arbitrary values with power budget can hurt in long term
    - Listen more to team member suggestions
    - Speak up more during meetings
  + Ryan 8:04
    - Vague milestones in Gantt Chart, will update tasks to be more detailed
    - Show more detail in wiring and PCB designs, team members might be struggling on keeping up with his work
    - Communicate more often to team members about what is required or needs to be changed
    - Smaller workload, should help other team members more
    - Show other members what others may need from own work on PCB and wiring
    - Work more with Jeremy and Leon on electrical connections
  + Leon 8:11
    - Put more time into work, 171 been taking a lot of time, work limited to week days
    - Make more concrete examples of programming hardware, create better tests for sensors
    - Use better time management between classes, work is good quality until rushed for time
    - Ask for help more from other team members, electrical group can assist Leon with Jeremy and Ryan
    - Ask for clarification on what is required for the sensors and hardware of 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. 8:19
  + Improve milestone definitions and measure progress based off of them more
    - Milestones should be more defined, specific, and concrete
  + Redoing Gantt chart is necessary
  + Use tuesdays for progress meetings, identify how to catch up
  + Work more on doing slides as tasks are done, slide format has improved but still needs a lot more improvements
  + Ask more specific questions from Alexey, but don’t rely on Alexey’s answers
  + Sub-team meetings
    - Jeremy, Leon, and Ryan(Hardware)
    - George, Isaac, and Dylan(Software)
  + Use Trello for low level tasks and Gantt Chart for high level
  + Don’t cut time from documentation aspects of the project
* **Individual Improvement:** Everyone say one or two things that they are going to improve on before the next design review. 8:33
  + Dylan 8:34
    - Keep track of the progress of both sub-teams, delegate more people if necessary
    - Prevent bottlenecks from forming when delegating work
    - Make sure documentation is top priority
  + George 8:36
    - Work more on communicating better with tasks required and help needed
  + Isaac 8:37
    - Put more time in simulation work
    - Use sub-team meetings for asking questions
  + Jeremy 8:38
    - Ask more questions to verify power budget progress
    - Help out more during meetings and especially sub-team meetings
    - Record progress and tasks relating to power budget better
  + Ryan 8:39
    - Set clear milestones for own work
    - Help Leon with software design when workload is small
  + Leon 8:40
    - Put in more time with project work compared to other classes
    - Ask for more help when working with sub-groups

Meeting End: 8:41