3Peer Review meeting

Long Flight Time Buoyant Drone 3/24/2021 7:30PM -(PST)

horizontal lineATTENDEES

* Excused absences:
* Unexcused absences:

## AGENDA

* Check in: 7:30
  + Leon/Jeremy/Ryan: Did research and found an RC controller, needs input from the rest of the team to see if it fits requirements
  + Isaac: Researched converting drag force and adding vector
  + Dylan: Ordered motors/servos/ESCs/propellers to ship to leon’s house
    - Emailed biochem department to see if we could get helium, referenced to Glen
    - Emailed Mircea about lab access
  + George: Looked more into getting Porter college funding with detailed bill of materials
    - Need a faculty sponsor
* **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 7:57
    - Started with struggling in leadership aspects, got a lot better throughout the quarter at being assertive as a leader and holding people accountable to their work
      * Can be better at conflict management between team members
    - Good at asking for help and knowing when to listen
    - Technical work has improved throughout the quarter
    - Struggles with work exhaustion with the project work and as a leader
  + George 8:05
    - Technical aspect has been struggling with the project work, but still has been learning how to do his work across the quarter
    - Put more hours than anyone else, reached most of his milestones
      * Knows the most out of the team and puts a lot of work on himself
    - Can talk more when disagreements occur or when work exhaustion occurs
    - Can explain his work better to the team, because most of it is complicated and advanced, which speaks to his technical background
      * Presentation skills can also use improvement
  + Isaac 8:12
    - Lacking in technical expertise, learning on the go, needs to ask questions to the rest of the team often
    - Can update his work more while showing it to the rest of the team
    - Has been communicating better and working better on the simulation
    - Most improved out of anyone on the team
    - Time management can improve a bit, work exhaustion is a problem for everyone, Start work on milestones earlier in sprints
    - Take notes during meetings so same questions aren’t asked again
  + Jeremy 8:20
    - Needs team members to review his work to help fix mistakes, be more proactive
      * Most criticism with justifying his numbers, sometimes numbers are arbitrarily defined when unknown, should specify when unknown
      * Explicitly show how numbers and decisions are made
    - Improved on helping group members with their tasks
    - Gets tasks done early when assigned
    - Struggles with communication in showing and presenting his work
    - Has to leave early sometime due to time conflict, possibly change meeting time
    - Hard to see how much work he is actually doing on spreadsheets
    - Can speak up more during meetings, veen when topic is inapplicable
  + Ryan 8:30
    - Some work is missing documentation, review technical documentation
    - More research is required to do PCB work correctly
    - He feels like he is doing the least amount of work
    - Good commitment when having to wake up early for the team
    - Presentation can use a work, go faster through presentation because professor gets bored listening to details
    - Procrastination is an issue when facing minor tasks, although he has been completing his assigned tasks
    - Improved with helping others in sub-group meetings
    - Needs to get his work checked by the rest of the group
  + Leon 8:41
    - Getting better at coding with the microcontroller since there was a late switch
    - Time management struggled with other difficult classes
      * Easier classes next quarter should allow more time devoted to capstone
    - Can be more proactive in asking for help
    - Drastic improvement since the last 2 design reviews
    - Can catch up next quarter while asking for help when needed
    - Everyone needs to improve when people are asking why, it doesn’t mean it is the wrong decision it just needs justification
* **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. 8:53
  + Not taking criticism as rejection
    - Everyone needs to improve when people are asking why, it doesn’t mean it is the wrong decision it just needs justification
    - Can be simulated in sub-team groups
  + Everyone can work on presentation, it is lethargic from many people
    - Makes it hard for audience to stay engaged
  + Get slides done earlier to practice before
  + Sprint goals should not be considered done unless there are slides to present on it
  + Help team members with non-technical tasks such as documentation
    - Divide up documentation such as sprint reports better
  + Group assignment work needs to be done before team meetings so the meetings can be used to just review
* **Individual Improvement:** Everyone say one or two things that they are going to improve on before the next design review.
  + Dylan 9:12
    - Step in more during Conflicts to help resolve issues and come to a common consensus.
    - Be more on top of scheduling so that I don't burn out and get exhausted during longer meetings.
  + George 9:13
    - Keep talking throughout the meetings even when tired or frustrated
    - Break down my updates better for the team to better understand my contributions
  + Isaac 9:14
    - Take more notes during meetings
    - Start early on work
    - Clearer communication
  + Jeremy 9:15
    - Get work checked much more often
    - Speak up and ask questions more during group meetings
  + Ryan 9:16
    - Start on tasks early
    - Finish a slide for each tasks
    - Get team members to verify my work
  + Leon 9:17
    - Make Capstone more of a priority and dedicate more time
    - Do more work and ask more questions outside of sub-team meetings
    - Show my work as I’m doing it rather than before Design Review

Meeting End: 9:20 PM