Peer Review meeting

Long Flight Time Buoyant Drone 4/19/2021 6:00 PM -(PST)

horizontal lineATTENDEES

* Excused absences:
* Unexcused absences:
* Tardy:Ryan

## AGENDA

* **Check in:**
  + Leon 6:06
    - Got signal to propagate from RC controller to motors and servos
    - Ready to start working on the 4 basic turns, left, right, up/down,forward/backwards
    - Didn’t use the battery on the motors yet
  + Jeremy 6:10
    - Working with Ryan to fix voltage divider for PCB
    - Also seeing power losses from switching regulators compared to linear
  + Isaac 6:13
    - Been cutting out gores with Dylan
  + Dylan 6:14
    - Cutting out gores with Isaac, should be done today
  + George 6:15
    - Working on Error cases for large angle approximation
    - Added new folder to google drive for final report drafting by chapter
  + Ryan 6:16
    - Contacting Digikey to see status of shipments
    - Also rearranging power components, regulators in PCB
* **Gantt Chart 6:17**
  + Changes: 6:25
    - PCB milestone added to update PCB design
      * Also needs fabrication for the 2nd PCB delivery
    - Power management changed task to testing motor power
      * Also added milestone to finalize decision to use switching or linear regulators
* **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 6:36
    - Has been noticing he has been feeling burnt out lately
    - Can still work on conflict resolution
    - Has been doing a good job keeping himself and others on track with the project
    - Has improved on holding people accountable for their work
    - Can still work on delegating tasks more evenly among the team
    - Pivotal member of the team, does well in discussing work during the design reviews
  + George 6:43
    - Has been behind in his work due to lack of experience with what he has been working with
    - Has been good recently at delegating and asking team members for help
    - Will be presenting to the team about controls stuff more often
    - Been putting in the most time of the team
    - Maybe is burnt out from the hard material he is dealing with
    - Can still work on communicating and delegating his work with the rest of the team
  + Isaac 6:54
    - Caught up with his work that was lagging behind, also asking more questions during meetings
    - Has also been putting in more time and quality of work
    - Can work on showing the team his finished tasks and what it means for the rest of the team
    - Work can be a fallback if the fabrication does not work
  + Jeremy 7:02
    - Always willing to help out and work with other people
    - Should reach out more to team members if they need help with anything
    - Struggles with presenting slides and showing them in slides
    - Also should work on providing better documentation, can work on the final report early if nothing else to do
    - Has been doing well in the tasks that other team members needed help with
  + Ryan 7:12
    - Has improved on slides and working on milestones
    - Has been struggling with the meeting times
    - Working more with Leon and Jeremy in sub-team meetings more
    - One of the last ones to work on slides
    - Has also been rushing some aspects of his work without team checking, reviewing with other people can help catch any mistakes
  + Leon 7:22
    - Has been focusing more on his work due to lack of other hard classes
    - Can work on slides more and practice presenting to get better at design reviews
    - Work on understanding and commenting on code
    - Ask for help more often since others have experience with coding he is working on
    - Work will decide how well the drone will perform and team’s final accomplishments
* **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. 7:32
  + Slides have gotten better
  + Peer reviews have been the biggest issue, sub-teams should work together more
  + Have been following Gantt Chart more and using it to hold us accountable
  + Documentation and Trello has been lagging behind
  + Prototyping needs to be done as soon as possible to fix bugs for the second design phase
* **Individual Improvement:** Everyone says one or two things that they are going to improve on before the next design review. 7:42
  + Dylan 7:43
    - Work on checking in with everyone to get a better understanding of their work
    - Delegate high level team tasks so that work flow become more efficient especially related to the final paper
  + George 7:44
    - Delegate tasks to other team members, particularly ones with coding or tuning, to free up time on the design side of controls.
    - Start generating lots of graphs and images to help the team follow my work better, as well as use in the final report.
  + Isaac 7:45
    - Review other people's work more in depth and be able to provide technical feedback
    - Work on tasks throughout the week instead of working near the end of a sprint week
  + Jeremy 7:46
    - Get better at showing documentation and reasoning behind design decisions
    - Take initiative and ask team members specifically if they need help with anything
  + Ryan 7:47
    - Work more with Leon and Jeremy in sub-team meetings
    - Prepare slides in days advance before design reviews
    - Ask team members to review PCB design before sending it to board house
    - Work more closely with TA whenever making critical changes to design
    - Whenever there are no tasks, work on the final design review presentation and paper
  + Leon 7:48
    - Have better documentation on any piece of code written
    - Understand every single line of code and be ready to explain what it does
    - Allocate more work to teammates

Meeting End: 7:50 PM