

## Team Minutes for [GROUP 1]

**Delete the instructions in black italics and replace them with your team's information. Add new information after each meeting and save the document with the current date after the document name. This will create one long document that includes the minutes of all team meetings. You will have the old versions saved under document names with the previous dates in case they are needed.**

<b>Team Members' Names</b>
Name: Sam Whitt
Name: Mathew Grossman
Name: Luke Stodghill
Name: Josh Wojciechowicz
Name
Name

### Meeting Agenda Template

<b>Meeting Date:</b> <b>4/28/2023</b>	<b>Start Time: Record time meeting started</b> <b>End Time:</b> <b>Record meeting end time</b> <b>Summary of Meeting</b>
1. Attendance	<i>Record members present (if absent, include reasons and whether teammates were notified in advance).</i>
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	<i>Team members report on what has been accomplished. Record notes of those reports here.</i>
4. Summarize work completed during meeting	<i>Summarize discussion and work accomplished.</i>
5. Review action items to be completed after meeting	<i>Who will do what by when?</i>
6. Schedule next meeting	<i>Note time, place, and purpose.</i>
7. Recording secretary	<i>Note who took the meeting minutes and the date that meeting minutes were circulated by e-mail.</i>

## Meeting 1

<b>Meeting Date:</b> <b>4/28/2023</b>	<b>Start Time: 10am End Time: 10:50am</b> <b>Summary of Meeting:</b> <b>Begin work on tweaking the code to finish the final demo.</b>
1. Attendance	<i>All members</i>
2. Purpose of Meeting	<i>Use our code from demo 2 and tweak to find markers, wait and go to marker.</i>
3. Discuss work completed since last meeting.	<i>Team member: All members worked on code</i>
	<i>Team member: Luke and Mat worked on camera and detection to send different signals to the arduino</i>
	<i>Team member: Josh and Sam worked on the Arduino code to work through the list and go to each marker in order</i>
	<i>Team member:</i>
	<i>Team member:</i>
4. Summarize work completed during meeting	<i>Robot can now detect proper marker and drive to it</i>
5. Review action items to be completed after meeting	<i>Team member: All members: Finish the demo and solve issue from detecting 2 markers at once.</i>
	<i>Team member:</i>
	<i>Team member:</i>
	<i>Team member:</i>
	<i>Team member:</i>
6. Schedule next meeting	<i>4/29/2023</i>
7. Recording secretary	<i>Josh</i>

## Meeting 2

<b>Meeting Date:</b> <b>4/29/2023</b>	<b>Start Time: 6pm End Time: 7pm</b> <b>Summary of Meeting: finish meeting and uploaded video of demo</b>
1. Attendance	<i>Sam and Mathew</i>
2. Purpose of Meeting	<i>Finish code and prepare for final demo</i>
3. Discuss work completed since last meeting.	<i>Team member:</i>
	<i>Team member:</i>
	<i>Team member:</i>
	<i>Team member:</i>
	<i>Team member:</i>
4. Summarize work completed	<i>Finished the project and video of the completed demo to canvas</i>

during meeting	
5. Review action items to be completed after meeting	Team member:
	Team member:
	Team member:
	Team member:
	Team member:
6. Schedule next meeting	N/A
7. Recording secretary	Mathew

### Meeting 3

<b>Meeting Date:</b> <b>Put date here</b>	<b>Start Time: Record time meeting started</b> <b>End Time:</b> <b>Record meeting end time</b> <b>Summary of Meeting</b>
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	Team member:
	Team member:
	Team member:
	Team member:
	Team member:
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	Team member:
	Team member:
	Team member:
	Team member:
	Team member:
6. Schedule next meeting	
7. Recording secretary	

### Meeting 4

<b>Meeting Date:</b> <b>Put date here</b>	<b>Start Time: Record time meeting started</b> <b>End Time:</b> <b>Record meeting end time</b> <b>Summary of Meeting</b>
1. Attendance	
2. Purpose of	

Meeting	
3. Discuss work completed since last meeting.	<i>Team member:</i>
	<i>Team member:</i>
	<i>Team member:</i>
	<i>Team member:</i>
	<i>Team member:</i>
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	<i>Team member:</i>
	<i>Team member:</i>
	<i>Team member:</i>
	<i>Team member:</i>
	<i>Team member:</i>
6. Schedule next meeting	
7. Recording secretary	