C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif **Team Minutes for [Team 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.***

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| **Team Members’ Names** |
| *Name: Josh Wojciechowicz* |
| *Name: Sam Whitt* |
| *Name: Luke Stodghill* |
| *Name: Matthew Grossman* |
| *Name* |
| *Name* |

**Meeting Agenda Template**

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

**Meeting 1**

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| **Meeting Date:**  ***3/31/23*** | **Start Time: *10:00am*  End Time: *10:50am***  **Summary of Meeting: Use class to gather information on the project** |
| 1. Attendance | *All members present* |
| 2. Purpose of Meeting | *Become familiar with new objective and begin early tasks* |
| 3. Discuss work completed since last meeting. | *Team member: Josh Wojciechowicz –* |
| *Team member: Sam Whitt –* |
| *Team member: Luke Stodghill –* |
| *Team member: Matthew Grossman -* |
| *Team member:* |
| 4. Summarize work completed during meeting | *Started to work on FIND function causing the robot to rotate at 45 degrees until it finds the marker.* |
| 5. Review action items to be completed after meeting | *Team member: Josh – continue to finish touches on the driving controller* |
| *Team member: Sam – work in ardunio code to take info from the camera* |
| *Team member: Luke – work on the camera with Matt* |
| *Team member: Matthew – work on the camera with Luke* |
| *Team member:* |
| 6. Schedule next meeting | *Monday 4/3/23* |
| 7. Recording secretary | *Josh* |

**Meeting 2**

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| **Meeting Date:**  ***4/3/23*** | **Start Time: *10:00 am* End Time: *10:50 am***  **Summary of Meeting: continue to work on the find function and begin distance calculation for the camera** |
| 1. Attendance | *All members present* |
| 2. Purpose of Meeting | *Goal is to finish the find function and began the calculations for distance with the camera* |
| 3. Discuss work completed since last meeting. | *Team member: Josh Wojciechowicz – controller finsihed* |
| *Team member: Sam Whitt – controller implemented* |
| *Team member: Luke Stodghill – camera can detect the marker and output angle and beginning of the distance calc* |
| *Team member: Matthew Grossman – camera can detect the marker and output angle and beginning of the distance calc* |
| *Team member:* |
| 4. Summarize work completed during meeting | *Robot now detects the marker and can stop when detected. The robot can drive a desired distance input from code not camera.* |
| 5. Review action items to be completed after meeting | *Team member: Matt – Continue to work with group for the distance calculation and began testing and debugging the current code* |
| *Team member: Josh – ||* |
| *Team member: Sam – ||* |
| *Team member: Luke – ||* |
| *Team member:* |
| 6. Schedule next meeting | *Tuesday 4/4/23* |
| 7. Recording secretary | *Josh* |

**Meeting 3**

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| **Meeting Date:**  ***4/4/23*** | **Start Time: 6pm End Time: *8pm***  **Summary of Meeting: work on distance calculation and run tests with robot** |
| 1. Attendance | *Matt and Sam were present*  *Josh had football practice and Luke worked earlier in day* |
| 2. Purpose of Meeting | **work on distance calculation and run tests with robot** |
| 3. Discuss work completed since last meeting. | *Team member: Sam – more accurate driving with the robot* |
| *Team member: Matt – better detection in the camera* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| 4. Summarize work completed during meeting | *Robot now can gather info from camera including the distance and angle* |
| 5. Review action items to be completed after meeting | *Team member:* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| 6. Schedule next meeting | *Wednesday 4/5/23* |
| 7. Recording secretary | *Sam* |

**Meeting 4**

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| **Meeting Date:**  ***4/5/23*** | **Start Time: *11am* End Time: *11:50am***  **Summary of Meeting: work on tests and polish code** |
| 1. Attendance | *All members present* |
| 2. Purpose of Meeting | **work on tests and polish code** |
| 3. Discuss work completed since last meeting. | *Team member: Sam and Matt- worked on the distance calculation and communication between the camera and the Arduino* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| 4. Summarize work completed during meeting | *Robot can now drive to distance from the marker after detection. Robot also can slowly correct itself. Some errors when marker is not centered, and distance calculation is not perfect and spotty* |
| 5. Review action items to be completed after meeting | *Team member: All members – work together to finish the driving distance and stop within a certain distance from marker. Current code will slip or not stop perfectly.* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| 6. Schedule next meeting | *4/6/23* |
| 7. Recording secretary | *Josh* |

**Meeting 5**

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| **Meeting Date:**  ***4/6/23*** | **Start Time: 7pm End Time: *9:30pm***  **Summary of Meeting: finished the code and ready for demo** |
| 1. Attendance | *Josh, Sam, Matt were present*  *Luke worked earlier in day on trying to debug the camera so was absent for this meeting* |
| 2. Purpose of Meeting | *Finalize the code and run several tests* |
| 3. Discuss work completed since last meeting. | *Team member:* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| 4. Summarize work completed during meeting | *The robot now detects the marker and can calulatate accurately how far to drive, will correct its path on way to marker and can stop within X inches from marker.* |
| 5. Review action items to be completed after meeting | *Team member: none* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| *Team member:* |
| 6. Schedule next meeting | *NA* |
| 7. Recording secretary | *Josh* |

**GITHUB link for Demo 2 files:**

[**https://github.com/matgrossman/SEEDlab/tree/main/Demo2**](https://github.com/matgrossman/SEEDlab/tree/main/Demo2)