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

***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** |
| *Josh Wojciechowicz* |
| *Mathew Grossman* |
| *Sam Whitt* |
| *Luke Stodghill* |
| *Name* |
| *Name* |

**Meeting Agenda Template**

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| --- | --- |
| **Meeting Date:**  ***2/27/22*** | **Start Time: *11 AM* End Time: *12 PM***  **Summary of Meeting** |
| 1. Attendance |  |
| 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:**  ***2/27/23*** | **Start Time: *11 AM* End Time: *12 PM***  **Summary of Meeting** |
| 1. Attendance | *All* |
| 2. Purpose of Meeting | *Submit documentation for mini project demo* |
| 3. Discuss work completed since last meeting. | *Team member: Luke – gathered code from pi* |
| *Team member: Josh – finished MATLAB simulation documentation* |
| *Team member: Matt – organized github code* |
| *Team member: Sam – organized supply cubby* |
| *Team member:* |
| 4. Summarize work completed during meeting | *We gathered code from various sources and created the project documentation* |
| 5. Review action items to be completed after meeting | *Team member: Sam – write reflection* |
| *Team member: Matt – write reflection* |
| *Team member: Josh – write reflection* |
| *Team member: Luke – write reflection* |
| *Team member:* |
| 6. Schedule next meeting | *2-3 PM 2/28/23* |
| 7. Recording secretary | *Luke* |

**Meeting 2**

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| **Meeting Date:**  ***2/28/23*** | **Start Time: *2 PM*  End Time: *3 PM***  **Summary of Meeting** |
| 1. Attendance | *All* |
| 2. Purpose of Meeting | *Begin work on Project 1* |
| 3. Discuss work completed since last meeting. | *Team member: Sam – completed reflection* |
| *Team member: Luke – completed reflection* |
| *Team member: Josh – completed reflection* |
| *Team member: Matt - completed reflection* |
| *Team member:* |
| 4. Summarize work completed during meeting | *Read project description and began working on robot* |
| 5. Review action items to be completed after meeting | *Team member: Luke – review systems integration code* |
| *Team member: Josh – begin work on matlab* |
| *Team member: Sam – research Arduino motor control* |
| *Team member: Matt – review computer vision code* |
| *Team member:* |
| 6. Schedule next meeting | *11 AM – 12 PM 3/1/23* |
| 7. Recording secretary | *Luke* |

**Meeting 3**

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| **Meeting Date:**  ***3/1/23*** | **Start Time: *11 AM*  End Time: *12 PM***  **Summary of Meeting** |
| 1. Attendance | *All* |
| 2. Purpose of Meeting | *Work on Project 1* |
| 3. Discuss work completed since last meeting. | *Team member: Luke – reviewed systems integration code* |
| *Team member: Matt – reviewed computer vision code* |
| *Team member: Sam – looked into Arduino motor control* |
| *Team member: Josh – began work on new matlab code* |
| *Team member:* |
| 4. Summarize work completed during meeting | *Continued building the robot* |
| 5. Review action items to be completed after meeting | *Team member: Luke – compile I2C code into functions list* |
| *Team member: Josh – continue work on matlab* |
| *Team member: Sam – work on robot design* |
| *Team member: Matt – build more robust computer vision code* |
| *Team member:* |
| 6. Schedule next meeting | *11 AM – 12 PM 3/3/23* |
| 7. Recording secretary | *Luke* |

**Meeting 4**

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| **Meeting Date:**  ***3/3/23*** | **Start Time: *11 AM*  End Time: *12 PM***  **Summary of Meeting** |
| 1. Attendance | *Luke, Sam, Josh… Matt communicated beforehand* |
| 2. Purpose of Meeting | *Continue work on Project 1* |
| 3. Discuss work completed since last meeting. | *Team member: Matt – rewrote computer vision code* |
| *Team member: Luke – worked on compiling functions* |
| *Team member: Josh – made progress on matlab* |
| *Team member: Sam – worked on robot design* |
| *Team member:* |
| 4. Summarize work completed during meeting | *Worked on improving code with cohesion among different subsystems* |
| 5. Review action items to be completed after meeting | *Team member: Sam – make wheels spin better* |
| *Team member: Luke – finish compiling function headers* |
| *Team member: Josh – keep up the work on matlab* |
| *Team member: Matt – keep working on computer vision* |
| *Team member:* |
| 6. Schedule next meeting | *11 AM - 12 PM 3/6/23* |
| 7. Recording secretary | *Luke* |