**1. Done During Week 2**

1. The group met in person for the first time.

* During the team-building phase, we tried to find interdisciplinary teammates according to the projects we prioritized. In the team we established, there are 4 members who prefer the Computer Option and 1 member who prefers the Signal & Control option.
* It was to the advantage of the team that most of our group members are experienced in real-time coding and algorithms. Therefore, we will make a choice in the project selection that is similar to the work done by the group members.

1. Timetables were discussed, and common available time frames were determined.
2. Feelings and thoughts about the five projects were shared, and solution ideas were brainstormed.
3. It was decided to open up a shared email account, as well as a cloud in order to facilitate cooperation.

**2. Planned for Week 3**

1. A business report needs to be written, and the share of work needs to be distributed.
2. Ideas about each project need to be clarified, more discussion is needed to determine the pros and cons of each project.
3. If possible, a project should be chosen according to the team’s feelings about each one.
4. If the project is chosen, the roles of each team member should be discussed in accordance with each member’s skill set.