

To: Bob Bass, Professor

From: Lab Group 2

Nick Porter

Jonathan Rey Villanueva

Kimberly Dessou

Mark Cadieux

Subject: Lab 0 Memo

Date: January 7, 2022

The purpose of this memo is to establish the group schedule and organizational tools that we will be using during this term to complete labs 1-5.

Apart from the regular Friday morning lab session, we will be meeting to review required documents for each lab being completed that week. We will make sure to bring Locks and tags to have multiple people working on the circuit at the same time. If we need to meet outside of lab due to constraints of any sort, we will be checking with lab TAs to find out when work stations are available in lab to use.

- Lab session 9am to 11:50am every Friday
- Meeting over audio in Discord every Monday at 7pm
- Voluntary meeting in lab for extra practice or to finish any remaining work, unscheduled

Organizational tools:

To organize our group, we will be communicating through the discord server set up for class to address any short communications needed. If files need to be sent or shared between the group, then a shared folder on google drive will be our main access point.

Documentation:

For documenting our findings, we will be using Autocad and PowerLab ACAD title block to create the required documents for each lab. We will also use Overleaf to jointly write lab reports as a group.