**ERE & EL Meeting Minutes**

**Date:** October 11, 2016

**Time:** 2:55 pm

**Location:** Room 3154

**Purpose:** Planning for debrief on Friday, October 28, 2016

### Attendees/Invitees

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Present** | **Contact** | **Capacity** |
| Kevin | **✓** | [khartwig8282@conestogac.on.ca](mailto:khartwig8282@conestogac.on.ca) |  |
| Ovi | **✓** | [oofrim1347@conestogac.on.ca](mailto:oofrim1347@conestogac.on.ca) |  |
| James | **✓** | [jsonnenberg6500c@conestogac.on.ca](mailto:jsonnenberg6500c@conestogac.on.ca) |  |

**Agenda**

1. Discuss and delegate primary tasks that weren’t accomplished last week.
2. Discuss and delegate this week’s primary tasks
3. Delegate the rest of the primary tasks for the remainder of the project weeks
4. Go over debrief with James

**Discussion**

1. Whole group will stay to finish encoders tonight.
2. Missing from last week:
   1. Get encoders working

**Action Items**

| **Item** | **Action Item** | **Date Added** | **Assigned To** | **Date and time Due** |
| --- | --- | --- | --- | --- |
| 1 | Get encoders working | October 11, 2016 | All | October 28, 2016 |
| 2 | Begin adjusting supervisor Linux program to work with joystick control | October 11, 2016 | Kevin | October 28, 2016 |
| 3 | Prepare Pi for Wi-Fi communication | October 11, 2016 | Ovi | October 28, 2016 |
| 4 | Initialize RS-232 on the Pi and get communication working between it and the platform controller | October 11, 2016 | James | October 28, 2016 |
| 5 | Investigate need for threading in supervisor | October 11, 2016 | Kevin | October 28, 2016 |
| 6 | PID | *TBD* | *TBD* | October 28, 2016 |
| 7 | Reprint schedule with ‘Individual Assigned’ column | October 11, 2016 | Kevin | October 12, 2016 |

**Follow-up Meeting** will be held on the 12th or 13th of October, 2016.