**ERE & EL Meeting Minutes**

**Date:** October 13, 2016

**Time:** 7:00 pm

**Location:** Room 3154

**Purpose:** Planning for debrief on Friday, October 14, 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 this week’s progress. Reassess milestones.

**Discussion**

1. We are a little behind this week.
2. Ran into some issues with encoders…Need to have finished ASAP so we can implement PID (Mid-way next week at the latest. Ideally this weekend)
3. Re-adjust PID to be finished on the 28th (Next week we have probability exam – we will play it by ear but not sure if we will have time to get to PID since we got stuck on encoders this week again)
4. Ovi prepared for Wi-Fi communication on the Pi – code supplied by Peter didn’t work as expected.
5. James completed all of his tasks except for those where he needed a DB9 cable. He will finish these this weekend/early next week.

**Action Items**

| **Item** | **Action Item** | **Date Added** | **Assigned To** | **Date and time Due** |
| --- | --- | --- | --- | --- |
| 1 | ***Finish Encoders*** | October 13, 2016 | *All* | October 14 – October 18 |
| 2 | Finish last sub-tasks for **Primary Task D** of Initialization RS-232 communication | October 13, 2016 | *James* | October 14 – October 18 |
| 3 | Move PID to 28th October deadline in the schedule | October 13, 2016 | *Kevin* | October 13, 2016 |

**Follow Up Meeting** will be held on the 17th of October, 2016.