**ERE & EL Meeting Minutes**

**Date:** October 23, 2016

**Time:** 1:00 pm

**Location:** Conference Call

**Purpose:** Planning week ending 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. Do we need to come into the school today?
2. Discuss this week’s milestones and make a plan for catching up.

**Discussion**

1. We all still have things to work on individually so we might as well stay at home.
   1. James will finalize RS-232 communication code on the Pi
   2. Ovi will finalize client-server Wi-Fi code
   3. Kevin will finalize command parsing and structuring from the joystick
2. We will start integrating parts of the code on Monday

**Action Items**

| **Item** | **Action Item** | **Date Added** | **Assigned To** | **Date and time Due** |
| --- | --- | --- | --- | --- |
| 1 | ***Finalize RS-232 Communication code*** | October 23, 2016 | *James* | October 28 |
| 2 | Finalize Wi-Fi communication code | October 23, 2016 | *Ovi* | October 28 |
| 3 | Finalize command structure parsing on | October 13, 2016 | *Kevin* | October 28 |

**Follow Up Meeting** will be held on the 24th of October, 2016.