**ERE & EL Meeting Minutes**

**Date:** October 4, 2016

**Time:** 3:00 pm

**Location:** Room 3154

**Purpose:** Planning for debrief on Friday, October 7, 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 requirements for this coming Friday
   1. Delegate tasks to be completed this week

**Discussion**

1. We need to try to formalize and finalize (as much as we can at this point) a schedule for the remainder of the project
2. After the schedule is complete, it would be useful to break the schedule into subtasks and estimate completion times for each subtask
3. Raspberry pi development environment should be set up as soon as possible.
4. We **need to get started on** encoders and PID
5. We need to decide how we will be controlling the robot (i.e., Joystick vs Keyboard vs Scripting)

**Action Items**

| **Item** | **Action Item** | **Date Added** | **Assigned To** | **Date and time Due** |
| --- | --- | --- | --- | --- |
| 1 | Technical report for the environmental sensors (pending Bill’s document, yet to be released) | October 4, 2016 | N/A | Not sure yet |
| 2 | Investigate power requirements of the system, to be used as a requirement in the COTS | October 4, 2016 | James | October 6, 2016 |
| 3 | Finish COTS selection matrix (Peter’s version) | October 4, 2016 | Ovi | October 7, 2016 |
| 4 | Encoders Working | October 4, 2016 | All | October 7, 2016 |
| 5 | Get familiar with Raspberry Pi development environment, prepare a brief run down for the rest of the group | October 4, 2016 | Ovi | October 7, 2016 |
| 6 | Look into viability of keyboard-control. Present findings to group. Group will make final decision | October 4, 2016 | Kevin | October 6, 2016 |
| 7 | Investigate RS-232 via USB adapter functionality on the Raspberry Pi | October 4, 2016 | James | October 7, 2016 |
| 8 | Create a high level schedule for the remainder of the project duration | October 4, 2016 | Kevin | October 5, 2016 |
| 9 | From high level schedule, divide up the weeks among group members and create detailed subtasks | October 4, 2016 | All | October 7, 2016 |

**Follow Up Meeting** will be held on the 5rd of October, 2016.