**ERE & EL Meeting Minutes**

**Date:** October 5, 2016

**Time:** 5:45 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. Split up remaining primary tasks into subtasks in the project schedule.

**Discussion**

1. Whole group will stay today to work on encoders.
2. Primary tasks split up according to the action items below:
3. Looking for more detail on the amount of power the system will demand from the COTS Linux box.

**Action Items**

| **Item** | **Action Item** | **Date Added** | **Assigned To** | **Date and time Due** |
| --- | --- | --- | --- | --- |
| 1 | Split primary tasks **A, B** and **C** of week ending October 14 | October 5, 2016 | Ovi | September 7, 2016 |
| 2 | Split primary tasks **D** and **E** of week ending October 14 | October 5, 2016 | Kevin | September 7, 2016 |
| 3 | Split primary tasks **A, B** and **C** of week ending October 21 | October 5, 2016 | James | September 7, 2016 |
| 4 | Try to estimate power the system will demand from the COTS Linux box | October 5, 2106 | James | September 7, 2016 |

**Follow Up Meeting** will be held on the 7th of October, 2016.