**ERE & EL Meeting Minutes**

**Date:** September 21, 2016

**Time:** 4:45

**Location:** Room 3154

**Purpose:** Planning for debrief on Friday, September 23

### Attendees/Invitees

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **✓** | **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) |  |
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**Agenda**

1. Go over project charter provided by Peter.
2. Discuss this week’s deliverables and assign tasks

**Discussion**

1. We will need the following for this week:
   1. A written Design Review for semester 4 tethered robot prototype
   2. A written Information Assessment
   3. A Preliminary Development Plan
   4. Procedures and systems for Source Code Control
2. Prepare questions about the selection matrix (criteria and desired attributes) so that we can start looking into Linux boxes

**Action Items**

| **Item** | **Action Item** | **Date Added** | **Assigned To** | **Date and time Due** |
| --- | --- | --- | --- | --- |
| 1 | Design Review | September 21, 2016 | Kevin | September 23, 2016 |
| 2 | Information Assessment | September 21, 2016 | Ovi | September 23, 2016 |
| 3 | Preliminary Development Plan | September 21, 2016 | James | September 23, 2016 |
| 4 | Look into Linux boxes that include WiFi and DB-9 connectivity and prepare any questions related to the Linux box | September 21, 2016 | All | September 23, 2016 |
| 5 | Look into Source Code Control options (Github, Perforce, etc) | September 21, 2016 | All | September 23, 2016 |

**Follow Up Meeting** will be held on the 22nd of September, 2016