**Thursday, October 8, 2019 @ 5:00pm**

Review of previous meeting:

* Complete CAD model of the arm – deadline Oct 17, 2019
* Complete Assembly of the arm without any electronics – deadline November 14, 2019
* Assigned tasks to members.

Goals for today meeting: updates, revise deadlines, report on progress, Github and Github standards.

Agenda:

* We might be able to get a technical advisor from the Agile Robotics Lab. Probably will be a grad student who will be helping us with the project.
* Report on progress of the CAD design
  + Johnathan
  + Vladi
  + John
* Revise deadlines -> Does any of the deadlines need to be changed?
* Github tutorial:
  + Create Github account, and **change display name to your name so we know who the hell you are.**
  + Explain the concept of Github. Local and the cloud
    - Commit
    - Pull
    - Push
  + Branches: the master branch
  + Issues
  + Milestones
  + Pull Requests
  + Projects
* Github standard: **(coders please give advises if something is not right)**
  + Create a branch when you need to work on anything for the project. Do not mess with the master branch
  + Branch name:
    - use camelCase
    - 1 -2 words description of what is the is for; for example: design, CAD, gripDesign, jointDesign, powerBoard, inversedKinematics, issue17, etc.
    - Follow with the first one letter of first name capitalized and complete last name; for example: JChung
    - Follow with a tag:
      * hdw - hardware
      * sim – simulation
      * feat - feature
      * bug
      * doc – document
      * what would be a good tag for software?
  + Pull Request: when pull request is first created, put in the title [WIP] to let the reviewer know that it’s WIP. When Pull Request is completed, put in the name of the reviewer so it can alert the reviewer.
  + Use appropriate labels when create Issues and alert the correct person. Create new issue labels if necessary.
  + Reference the correct milestone and project for each issue if applicable.
  + Check milestones regularly for deadlines.

Question?

Next meeting?