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Team Name: Shocking Engineers

Date of Submission: 10/3/2021

Meeting Date & Time : 10/2/2021 9:30AM & 10/3/2021 6:45PM

Meeting Location: Virtual

Meeting Duration: 1.5hrs x 2

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| --- | --- | --- |
| Team Members | X = Present | Notes |
| Shaima Hussien | X | Active |
| Peter Mohr | X | Active |
| Lexi Winkle | X | Active |
| Adrian Schrage | X | Active |
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Progress:

Team accomplishments for the week: A short narrative, typically 1-2 paragraphs, should include decisions made by the team as a result of the team discussions, and how the team arrived at the decision.

The team has engaged in physically understanding the technicalities of the software and hardware believe to be needed to complete the project. Positive information has been determined on how the team can receive service learning. The team will be submitting a project proposal to the Ember Hope Orphanage regarding service learning.

The team held two meetings regarding the upcoming presentation assignment. The team decided on presentation topics and important individual contribution topics. The team scheduled multiple meetings to finalize the meetings.

Individual contributions: A brief narrative (1-3 sentences) made by **each team member** summarizing their respective activity for the past week.

Peter Mohr:

I discussed my research with the proposed thermal camera and how I can contribute to the upcoming presentation.

Lexi Winkle:

My individual contribution this week is, I actively participated in both meetings. I discussed and decided what I am doing for the upcoming presentation and helped my teammates decide on their topics.

Shaima Mussien:

This week I contributed in the discussion about the project presentation. For the presentation I will be explaining the components that will be used for the project.

Adrian Schrage

This week I contributed to the scheduling of multiple meetings and the submission of weekly minutes. I also participated in the important subjects when it comes to the upcoming presentation.

NOTES:

1) A team member present at the meeting but making no contributions risks a ZERO for the weekly minutes.

2) A team member missing the meeting without providing data to the team in advance of the team meeting risks a ZERO for the weekly minutes.

3) A team member missing more than two weekly team meetings and having no significant contact with the team risks a ZERO for weekly minutes and a ZERO for any assignments completed by the team when absent.

Project Tracking (current work): Assignments and activities are to be tracked until completed.

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| --- | --- | --- | --- |
| Team Member | Assignment | Due Date | % Complete |
| Shaima Hussien | To complete presentation slides regarding necessary hardware. | 10/8/2021 | 0 |
| Peter Mohr | To complete presentation slides regarding necessary software | 10/8/2021 | 0 |
| Lexi Winkle | To complete presentation slides regarding ethical and legal regulations. | 10/8/2021 | 0 |
| Adrian Schrage | To complete presentation slides regarding importance of our project and implementation. |  |  |
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Plan (future work):

A brief description of the tasks and activities the team needs to accomplish work over the coming weeks. As team members pick up assignments, move from this table to the tracking table. Consider future work a running task-list with an expected due date for completion.

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| Assignment | Due Date |
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Issues:

Include a brief description of issues the team has encountered, and potential resolutions for the issues. If the team would like staff to help with the issues, this is the appropriate place to request assistance.

Include the schedule for the next meeting:

Meeting Date & Time: 10/5/2021 & 10/7/2021

Meeting Location: Virtual