Each team should be writing a brief description summarizing the weekly meeting(s). All groups should hold at least one meeting per week. If only one meeting is held during the week, participation by all team members is expected. Members not able to attend the team meeting should provide current project assigned work status and requisite data prior to the team meeting. The team meeting minutes submitted will be part of the team grade.

Feel free to meet as often as needed, but only one “Weekly Minutes” submission needs to be accomplished per week. Please submit via Blackboard in a **Word** document file.

The format for team minutes:

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Team Name Shocking Engineers

Date of Submission 10/24

Meeting Date & Time 1/31/22 7:33PM, 2/3/22 7PM

Meeting Location Microsoft Teams

Meeting Duration Total 45 minutes

|  |  |  |
| --- | --- | --- |
| Team Members | X = Present | Notes |
| Lexi Winkle | X | Actively participated |
| Adrian Schrage | X | Actively participated |
| Shaima Hussien | X | Actively participated |
| Peter Mohr | X | Actively participated |
|  |  |  |

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.

We conducted team meetings to talk about potentially adding a facial recognition system to our product. We discussed the pros and cons of it and gave ourselves a week to decide if we want to move forward with it or not. We then discussed some concerns we have about the upcoming peer review sessions. Finally, we discussed our future plans and how to go about them

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

Lexi: This week I helped by contacting our service learning partners about discussing upcoming plans and the process of implementing our product in their organization

Shaima: Contributed to the discussion for the upcoming assignment and future plan for the design

Peter: Actively participated in the teams discussion of the future plans and have been working with the facial recognition system

Adrian: Began brainstorming ideas for the new housing unit of the product. Also helped in the discussion of the future plans for the team and design

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.

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Assignment | Due Date | % Complete |
| Lexi | Continue communication with EmberHope and figure out steps moving forward. | 2/12 | 50 |
| Adrian | Begin the process of a new housing unit | 2/12 | 0 |
| Shaima | Developing skills in software and hardware integration | 2/12 | 50 |
| Peter | Determine if the facial recognition system is doable in the time frame we are given | 2/10 | 50 |
|  |  |  |  |
|  |  |  |  |
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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.

Determining if the facial recognition system is doable and if it is, then start the process of adding that to our product. Once final mockup is done implement into EmberHope’s designated buildings and begin the testing process

|  |  |
| --- | --- |
| Assignment | Due Date |
| Build new housing unit | 2/12 |
| Determine location for product to be placed to being testing | TBD |
| Determine final component design | 2/10 |
| Create survey for service-learning testing | TBD |
| Start preparing for peer review | 2/12 |
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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.

For the most part everything is running very smoothy for our team. The one issue we have run into is that our computer software needs to be changed to be compatible with the raspberry pi.

Include the schedule for the next meeting:

Meeting Date & Time

Meeting Location