Team Name: Shocking Engineers

Date of Submission: 2/20/2022

Meeting Date & Time: 2/16/2022 7:30 pm

Meeting Location: Virtual

Meeting Duration: One Hour

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

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.

One of the team’s goals, early in the semester, was to set up a meeting with Dr. Stallard. Before this meeting commenced, the verification of the addition of “Facial Recognition” to our design was decided. Facial recognition will be added to our design to improve performance.

The group asked several questions and gained a lot of knowledge from Dr. Stallard. We confirmed the role/roles of our team/team members and what can be done to get the most out of our experience while accomplishing the tasks at hand.

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

Shaima Hussien:

Individual contribution: Participated in discussion regarding the hardware of the project and the peer review meeting.

Peter Mohr:

Discussed and researched different hardware components necessary for the prototype.

Adrian Schrage:

I started this period by starting a design for the product. I also have began looking at the power management for our product.

Lexi Winkle:

Began researching appropriate type of batteries for our product and finalizing our first meeting of the semester with our partners.

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 |
| Shaima Hussien | Discuss software and hardware functionalities with Peter. | March 6th | 20% |
| Peter Mohr | Discuss software and hardware functionalities with Shaima | March 6th | 20% |
| Lexi Winkle | Discuss power management with Adrian. Set up meeting with Partners. | Feb 25th | 50% |
| Adrian Schrage | Discuss power management with Lexi and finish second design mockup one. | Feb 25th | 65% |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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.

|  |  |
| --- | --- |
| Assignment | Due Date |
| Perfect Facial Recognition | Unknown |
| Start first testing phase | Uknown |
| Have appropriate battery supply picked | Unknown |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

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.

Current issues are necessary battery supply and facial recognition reliability. Both will require research, personal skills, and knowledge gained from education.

Include the schedule for the next meeting:

Meeting Date & Time: 2/23/2022

Meeting Location: Virtual