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:

--------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Team Name: Shocking Engineers

Date of Submission: 10/31/2021

Meeting Date & Time: 10/30/2021 10 a.m.- 12 p.m.

Meeting Location: Virtual

Meeting Duration: 2 Hours

|  |  |  |
| --- | --- | --- |
| 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.

This teams main focus for the week is to consider aspects of the product that immediately affect the design of the device. These things like, hardware, location, temperature, etc. Will all affect the final design.

Next thing on the plate is the support from our partners Ember Hope. We have been communicating with them and have set up a meeting with them on 11/1/2021 to discuss any questions they have.

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

Shaima Hussien:

Applied research on how to program a Raspberry Pi using Python.

Peter Mohr:

Researched the weight and dimensions of real world components and suggested possible mounting solutions.

Adrian Schrage:

My contribution consisted of mechanical design of the product using software like CATIA V5 and discussed the best possible mounting solutions and maneuverability of the camera.

Lexi Winkle:

I have set up a virtual meeting with a service learning partner and researched deeper into the legal side of taking temperatures by thermal imaging.

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 | Research compatibility of Python | 11/7/2021 | 0 |
| Peter | Research heat exposures and mechanical needs of components | 11/7/2021 | 0 |
| Adrian | Talk with Ember Hope Partners | 11/7/2021 | 0 |
| Lexi | Talk with Ember Hope Partners | 11/7/2021 | 0 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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 |
| Work on next group paper and discuss needs of partners. | 11/7/2021 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

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.

Only issues at hand are the concerns considering implementation of the product in each location; angle, orientation, light, placement on door, etc.

Include the schedule for the next meeting:

Meeting Date & Time: 11/2/2021

Meeting Location: Virtual