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

Team Name: Shocking Engineers

Date of Submission: 9/19/2021

Meeting Date & Time: 9/18/2021

Meeting Location: Virtual

Meeting Duration: 1 hr & 45 mins

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

A decision has been made to continue on with the purchasing of hardware this week and begin the process of testing. A project planning paper is due soon and this was the focus of the meeting. Sections were discussed and prioritized.

Service learning is in the works. We have a plan to meet with a foster care agency and see if our project proposal can gain traction and support.

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

Adrian Schrage:

I contributed by expressing the importance of the project planning paper and the organization of the paper. I also expressed concerns for certain hardware and the capabilities of the devices when it comes to accuracy and reliability. I am responsible for sections 3 and 4 rough drafts for the planning paper.

Lexi Winkle:

I contributed by expressing to the group what the next steps are to get a service learning sponsor in line. I was assigned sections 1 and 2 (rough drafts) on the project proposal and will do research to get those completed.

Shaima Hussien:

Contributed in planning for the project paper and will do acquisition schedule and data configuration.

Peter Mohr

I contributed research concerning specific hardware components necessary for project construction. Found and ordered initial testing components from vendors. I am to have a rough draft for bullet point 7 for project proposal.

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 |
| Adrian Schrage | Sections 3 & 4 for project planning paper. | 9/25/2021 | 0 |
| Peter Mohr | Section 7 for project planning paper.  Begin Testing Rasberri PI and hardware | 9/25/2021 | 0 |
| Shaima Hussien | Sections 5 and 6 for project planning paper | 9/25/2021 | 0 |
| Lexi Winkle | Sections 1 and 2 for project planning paper. | 9/25/2021 | 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 |
| Project Planning Paper:  All rough drafts need to be done by Saturday 9/25/2021 so the group can begin to assemble the planning paper. | 9/26/2021 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

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.

SERVICE LEARNING NEEDS TO BE SOLVED.

Include the schedule for the next meeting:

Meeting Date & Time: 9/25/2021, 9 A.M.

Meeting Location: Virtual