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 3/3/22 7:48PM, 3/2/22 11AM

Meeting Location Microsoft Teams

Meeting Duration Total 2hr & 54min

|  |  |  |
| --- | --- | --- |
| 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 |
|  |  |  |

**Virtual Meeting Notes**

SD Meeting

Did/Spoke of

-Friday 2/25/2022, 2:15pm. Peer Review

-Choosing a time for partner meeting. 2/28/2022 11 am

-Potentially have an option for HDMI cable for larger monitor

-GetHub

-Upload updated documents by 2/25/2022

-Raspberry Pi Power

-Cellphone battery cant get it through start up

-Use power meter to monitor device for battery choice

-Save power by turning of LCD backlight using electrical switch

-Hardware

-Why we chose RaspBerry Pi 4 vs 3

-Why we chose fatial recognition

-speed

-processing ability

To Do

-Make MT Event with partners

-Upload Documents to GetHub

Meeting Length- 1Hr & 6 minutes

**In Person Meeting Notes**

Meeting 2/28/2022 9 AM (In Person: Ablah Library)

Reviewing Code and Product Usability

- Reviewing "Correction Code". This is a method Peter developed to study temperatures and correct them using a

linear regression model.

GitHub

-What do we need by Sunday the 6th of March

-All individual folders updated

-Github needs to be organized

-Set up another meeting for 3/3/2022 to disguss GitHub and finalized group/individual

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 first met this week with EmberHope, who our service-learning partner is, this meeting consisted of updating their Board of Directors on progress thus far. We informed them on the addition of a facial detection system. We explained to them in detail how it works and asked if it acceptable. They agreed that it wouldn’t be a problem. After going through this, we discussed future dates on when the product will be ready and when we can place it into one of their buildings. Finally, we answered any other questions they had. Later in the week we conducted a team meeting to talk about the TPR coming up and gathering all documents to upload to the GitHub. For this week our main concern was getting all documentation organized to prepare ourselves for the seven-week deadline. This consisted of going back and retrieving all our previous assignments, weekly minutes, individual journals, and any sources that we have personally used throughout last and this semester.

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

Lexi: This week I set up and participated in our meeting with EmberHope. I also have been researching different options of switches to electrically control the switch in our product rather than mechanically control it. As of now, I have researched BJT’s, MOSFET’s, diodes, and relays.

Shaima: contribute in the discussion for the upcoming assignments and our design components update.

Peter: Actively participated in the EmberHope meeting by showing the board of directors how the product works and what they will be seeing when walking up to the camera. Worked on improving code to become more accurate for a longer distance temperature

Adrian: Active participation in meetings with groups and taking notes. I am currently working on the Enclosure design taking in consideration of heat exposure of the components (Shaima) while also switching from CATIA V5 to SolidWorks. At this time I am studying the power consumption of our device to select an appropriate battery.

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.  Pick out switch to control backlight electrically | 2/12  3/20 | 100  25 |
| Adrian | Begin the process of a new housing unit | 3/20 | 75 |
| Shaima | Developing skills in software and hardware integration  Study energy and heat output product puts out | 2/12  3/20 | 100  0 |
| Peter | Determine if the facial recognition system is doable in the time frame we are given  Improve linear regression models to in turn improve accuracy | 2/10  3/20 | 100  10 |
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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.

Get all components picked out and begin final assembly

|  |  |
| --- | --- |
| Assignment | Due Date |
| Build new housing unit | 3/20 |
| Determine location for product to be placed to being testing | 4/1 |
| Determine final component design | 3/20 |
| Create survey for service-learning testing | 4/1 |
| Pick out switch and battery | 3/20 |
| Begin creating schedule for drop off/ pick up of product from EmberHope | TBD |
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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