**RoboSub Club of the Palouse**

First Meeting – 8/29/13

* Club Expectations
  + You are expected to carry your weight in RoboSub. This means completing the tasks you are assigned in a timely manner.
    - The team depends on you to get things finished. You are ultimately letting the team down if you fail to finish your projects.
    - Work on your projects weekly to get things finished (unless there is a legitimate reason you can’t work on things on a given week).
    - Short on time?
      * You will be delegated smaller projects that can be finished quicker.
      * If you are given a project you don’t have the time to finish, talk with your team leader ASAP!
    - Don’t have the skillset or are stuck?
      * Talk with your team leader! They will help point you in the right direction to get things completed.
  + Be kind and respectful.
    - Listen to others’ ideas.
  + Be helpful
  + If someone is stuck on a project, be willing to lend a hand to at least point them in the correct direction. We’re all in this together!
  + You are expected to attend as many meetings as possible, including total club meetings and individual team meetings.
    - If you cannot attend total club meetings, your team leader can fill you in on what was discussed.
    - Expected to be able to attend team meetings.
    - Consider Saturday meetings when everyone will be free.
      * Club meetings will only take half an hour. Not much of an imposition.
      * Team meetings could meet then too.
      * Good opportunity for:
        + Learning about other’s projects
        + Making sure everyone is on board with what is happening in the club
        + Work time with others present if you want to brainstorm, are stuck, etc.
  + You are expected to make thorough documentation of your projects! This goes for every single team!
  + In addition to documentation, each member is expected to participate in code reviews/design reviews (with the exception of business students, though it is recommended that they learn the basics of the projects).
* Senior Design Students Expectations
  + Same as the expectations of club members, in addition to requirements for your class.
    - i.e. Papers that must be written, etc.
* Club Structure
  + Will allow projects to be done quicker and more efficiently.
  + Hierarchy to help coordination of members, projects, and administrative duties.
  + See next page for chart!



* General Plan of Action
  + Keep our old sub. Mechanically, it’s good. Electrically, it’s okay. Code-wise…there is work to be done!
    - We have something to show off in the meantime while we’re constructing a new sub.
  + The Computer Science team will start working ASAP on the software side of the old sub.
    - Create a strong AI/sensor/image recognition foundation that can be used on the new sub.
    - Should be able to complete most of this past competition’s tasks.
    - Will need to keep in VERY close correspondence with the ME and EE team working on the new sub to make sure the software designed for the old sub will be compatible (or closely compatible) with the new sub.
  + The EE and ME teams will be working on building a new sub!
    - Use our old sub as a base for what worked and what didn’t.
    - Don’t necessarily need to change every single piece, but a whole lot can be improved.
    - Need to work together to make sure the electrical and mechanical aspects of the sub will work together!
  + Hopefully by July, we will have an awesome new and improved, fully autonomous and able to complete tasks, robotic submarine!
* Reviews
  + The Computer Science team will be required to hold code reviews and create documentation of their projects.
  + The EE and ME teams will be required to hold design reviews and create documentation of their projects.
  + Would like to have both hard copy and digital copy of documentations.
* Cross-Learning Days
  + Days where you learn about the projects of other teams
    - i.e. MEs learn about EE and CS, etc.
    - Helps with the integration of the electrical, mechanical, and software aspects if everyone understands each part of the sub.
    - Also, it means that everyone in the club will know enough about the sub as a whole to be able to talk to any sort of representative about the project in its entirety.
  + Will be in contact with the LUG (Linux Users Group) to have a Linux Learning Day.
  + Will be in contact with the IEEE to have an Arduino Learning Day.
  + Will be in contact with the AUV (Autonomous Underwater Vehicle) Group at UofI to have them discuss how they go about creating their AUVs.
* Important Dates to Remember
  + September 4th and 5th: CEA Student Club Fair
    - We get to show off our club to other students at WSU! ☺
    - Location: Stephenson Down Under
    - Time: 6pm-8pm
    - Will need a small handful of members to represent our club!
  + September 14th: Future Cougars Day
    - Invited to hold a booth at Beasley for high school Juniors and Seniors visiting WSU.
    - Goes from 8am-12pm.
    - Will need a handful of members to help represent our club!
  + January 11th: North Idaho FIRST LEGO League State Championship
    - Invited by UofI to show off our sub at the event.
    - Will actually be demonstrating our sub in a kiddie pool, which is why it is important to keep our old sub in working condition!
    - Presenting to kids, so it would be nice if we could get something hands-on for them with our sub.
    - Also required to give a 30 minute presentation to a couple hundred people about what we do and to promote STEM.
* Opportunities
  + Possibly can enter a second event related to RoboSub
    - International Maritime RobotX Challenge in Singapore
      * Boats rather than submarine
      * Given a vehicle as a base-line.
        + Must add sensors, propellers, AI, etc.
      * Only 3 teams from the U.S. selected to compete.
      * Grand Prize: $100,000
      * President (Haily) will be filling out the form to apply for the competition shortly.
  + Permanent pool time is underway!
    - Looking at getting a permanent weekly pool time in the Gibbs Dive Tank.
    - Josh Whiting is currently working on this!
  + RoboSub has four awesome business students campaigning for RoboSub!
    - Will help our club become more known, and will provide a decent amount of fundraising.
* Officer and Team Lead Positions
  + Officers – In need of:
    - Secretary
    - Treasurer
    - Note: Vice President must be a student for a full year at WSU and has attended the RoboSub Competition previously (same stipulations for President).
      * Vice President: Cameron Evans
  + Team Leads – In need of:
    - CPTS Team Lead
    - ME Team Lead
    - EE Team Lead
    - Note: Business group is already doing work for the club, so if you are a business student, come see me for the contact information of the members of the business group.
  + If you want to be an Officer:
    - Come prepared to the next full club meeting with a speech on why you feel you best fill the desired officer position.
  + If you want to be a Team Lead:
    - Come prepared to the next full club meeting with a speech *which will be given to your respective group* (not the whole club) on why you are suitable for the team lead position.