C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif **Team Minutes for [Team 10]**

***Delete the instructions in black italics and replace them with your team’s information. Add new information after each meeting and save the document with the current date after the document name. This will create one long document that includes the minutes of all team meetings. You will have the old versions saved under document names with the previous dates in case they are needed.***

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| **Team Members’ Names** |
| *Chris Anver* |
| *Quinn Ruddy* |
| *Colin Thompson* |
| *Cole Binder* |
| *Name* |
| *Name* |

**Meeting 1**

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| **Meeting Date:**  ***Sep 24, 2021*** | **Start Time: *2:35* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance | *Quinn, Colin, & Chris. Cole was absent due to sickness.* |
| 2. Purpose of Meeting | *Discuss the team’s approach to the mini-project, including what tasks each member has and when they need to be completed by.* |
| 3. Discuss work completed since last meeting. | *Read over the Mini-Project handout to understand the goals each team member has regarding their subsystem.* |
| 4. Summarize work completed during meeting | *Summarize discussion and work accomplished.* |
| 5. Review action items to be completed after meeting | *Who will do what by when?* |
| 6. Schedule next meeting | *Sep. 27, in BB305, to continue work on mini-project/discuss progress made since previous meeting.* |
| 7. Recording secretary | *Note who took the meeting minutes and the date that meeting minutes were circulated by e-mail.* |

**Meeting 2**

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| **Meeting Date:**  ***October 1*** | **Start Time: *2:40* End Time: *2:50***  **Summary of Meeting** |
| 1. Attendance | *Quinn, Colin, Chris, and Cole* |
| 2. Purpose of Meeting | *Update where everyone is at on the mini project and review what needs to be done before demo* |
| 3. Discuss work completed since last meeting. | *Python code done, rough code of transmission of data between py and Arduino done, code to read encoder and print angle, rough transfer function* |
| 4. Summarize work completed during meeting | *Summarized what everyone needs to complete by Monday and what will be worked on Monday* |
| 5. Review action items to be completed after meeting | *Simulation done, complete integration code with Arduino and py* |
| 6. Schedule next meeting | *October 4, in BB305, to finalize mini project for demo on October 6* |
| 7. Recording secretary | *Cole recorded minutes* |

**Meeting 3**

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| **Meeting Date:**  ***October 8*** | **Start Time: *2:00* End Time: *2:50***  **Summary of Meeting** |
| 1. Attendance | *Quinn, Colin, Chris, and Cole* |
| 2. Purpose of Meeting | *Finalize documentation and reflection for Mini Project. Then, start reviewing and discussing how we will go about solving Demo 1* |
| 3. Discuss work completed since last meeting. | *Mini Project was completed and demoed on Wednesday* |
| 4. Summarize work completed during meeting | *Documentation and reflection were completed for this meeting. Demo 1 was completely read through* |
| 5. Review action items to be completed after meeting | *Begin brainstorming what each member’s task will be and how they may complete their task. Next meeting members will start the beginning stages of their tasks* |
| 6. Schedule next meeting | *October 11, in BB305, to begin Demo 1* |
| 7. Recording secretary | *Cole Binder* |

**Meeting 4**

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| **Meeting Date:**  ***10/15/2021*** | **Start Time: *2:00* End Time: *2:50***  **Summary of Meeting** |
| 1. Attendance | *Quinn, Colin, Chris, and Cole* |
| 2. Purpose of Meeting | *Discuss specifics of code requirements and prepare to bring everything together* |
| 3. Discuss work completed since last meeting. | *The robot chassis has been assembled* |
| 4. Summarize work completed during meeting | *The electronics have been attached to the chassis* |
| 5. Review action items to be completed after meeting | *Finalize the Arduino code, test and debug the Pi code, and test the functionality of the robot so far. Next meeting the robot should be able to move forward a specified distance.* |
| 6. Schedule next meeting | *October 20 in BB305, to finalize Demo 1* |
| 7. Recording secretary | *Colin Thompson* |

**Meeting 5**

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| **Meeting Date:**  ***10/22/2021*** | **Start Time: *2:00* End Time: *3:40***  **Summary of Meeting** |
| 1. Attendance | *Quinn, Colin, Chris, and Cole* |
| 2. Purpose of Meeting | *Test movements of robot* |
| 3. Discuss work completed since last meeting. | *The robot electronics have been assembled and the code for movement has been written* |
| 4. Summarize work completed during meeting | *The Arduino code for moving forward has been tested* |
| 5. Review action items to be completed after meeting | *The Arduino code for rotating should be written and tested, and all code should be refined* |
| 6. Schedule next meeting | *October 25 in BB305* |
| 7. Recording secretary | *Colin Thompson* |

**Meeting 6**

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| **Meeting Date:**  ***10/25/2021*** | **Start Time: *2:00* End Time: *3:00***  **Summary of Meeting** |
| 1. Attendance | *Quinn, Colin, Chris, and Cole* |
| 2. Purpose of Meeting | *Finalize all code and hardware to prepare for demo* |
| 3. Discuss work completed since last meeting. | *Code was finished in order to finish testing* |
| 4. Summarize work completed during meeting | *Code was finished and debugged and all tests were completed to prepare for demo* |
| 5. Review action items to be completed after meeting | *Finish commenting code and prepare for demo* |
| 6. Schedule next meeting | *October 27 in BB305* |
| 7. Recording secretary | *Cole Binder* |

**Meeting 7**

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| **Meeting Date:**  ***10/27/2021*** | **Start Time: *2:00* End Time: *3:00***  **Summary of Meeting** |
| 1. Attendance | *Quinn, Colin, Chris, and Cole* |
| 2. Purpose of Meeting | *Demo 1* |
| 3. Discuss work completed since last meeting. | *Code was finished and all tests were run* |
| 4. Summarize work completed during meeting | *Completed demo 1* |
| 5. Review action items to be completed after meeting | *Team documentation* |
| 6. Schedule next meeting | *October 29* |
| 7. Recording secretary | *Cole Binder* |

**Meeting 8**

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| **Meeting Date:**  ***10/29/2021*** | **Start Time: *2:00* End Time: *3:00***  **Summary of Meeting** |
| 1. Attendance | *Quinn, Colin, Chris, and Cole* |
| 2. Purpose of Meeting | *Finish documentation and commenting of code* |
| 3. Discuss work completed since last meeting. | *Code was finished being commented* |
| 4. Summarize work completed during meeting | *Team documentation was completed and submitted* |
| 5. Review action items to be completed after meeting | *Begin thinking of ideas for demo 2* |
| 6. Schedule next meeting | *November 1* |
| 7. Recording secretary | *Cole Binder* |

**Meeting 9**

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| **Meeting Date:**  ***11/1/2021*** | **Start Time: *2:00* End Time: *3:00***  **Summary of Meeting** |
| 1. Attendance | *Quinn, Colin, Chris, and Cole* |
| 2. Purpose of Meeting | *Read through demo 2, brainstorm ideas, divide up tasks* |
| 3. Discuss work completed since last meeting. | *Demo was read through by members* |
| 4. Summarize work completed during meeting | *Initial ideas were created and tasks were assigned* |
| 5. Review action items to be completed after meeting | *Begin working on individual tasks* |
| 6. Schedule next meeting | *November 3* |
| 7. Recording secretary | *Cole Binder* |

**Meeting 10**

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| **Meeting Date:**  ***11/3/2021*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance | *Quinn, Colin, Chris, and Cole* |
| 2. Purpose of Meeting | *Complete Demo 1 team presentation* |
| 3. Discuss work completed since last meeting. | *Each member worked on completing each task for Demo 2* |
| 4. Summarize work completed during meeting | *Presentation was completed and submitted* |
| 5. Review action items to be completed after meeting | *Continue working on Demo 2* |
| 6. Schedule next meeting | *November 5* |
| 7. Recording secretary | *Cole Binder* |

**Meeting 11**

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| **Meeting Date:**  ***11/5/2021*** | **Start Time: *2:00* End Time: *3:00***  **Summary of Meeting** |
| 1. Attendance | *Quinn, Colin, Chris, and Cole* |
| 2. Purpose of Meeting | *Continue working on Demo 2* |
| 3. Discuss work completed since last meeting. | *Individual assignments were worked on for Demo 2* |
| 4. Summarize work completed during meeting | *Decided when everyone’s code should be completed by and continue working* |
| 5. Review action items to be completed after meeting | *Continue working on Demo 2* |
| 6. Schedule next meeting | *November 8* |
| 7. Recording secretary | *Cole Binder* |

**Meeting 12**

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| **Meeting Date:**  ***11/8/2021*** | **Start Time: *2:00* End Time: *3:00***  **Summary of Meeting** |
| 1. Attendance | *Quinn, Colin, Chris, and Cole* |
| 2. Purpose of Meeting | *Continue Demo 2 work* |
| 3. Discuss work completed since last meeting. | *Code for demo 2 was worked on* |
| 4. Summarize work completed during meeting | *Code for demo 2* |
| 5. Review action items to be completed after meeting | *Continue working on demo 2* |
| 6. Schedule next meeting | *November 10* |
| 7. Recording secretary | *Cole Binder* |

**Meeting 13**

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| **Meeting Date:**  ***11/10/2021*** | **Start Time: *2:00* End Time: *3:00***  **Summary of Meeting** |
| 1. Attendance | *Quinn, Colin, Chris, and Cole* |
| 2. Purpose of Meeting | *Finish demo 2 code* |
| 3. Discuss work completed since last meeting. | *Continued working on demo 2* |
| 4. Summarize work completed during meeting | *Demo 2 code for Arduino and pi was completed and ready for testing* |
| 5. Review action items to be completed after meeting | *Begin testing robot code and debugging* |
| 6. Schedule next meeting | *November 12* |
| 7. Recording secretary | *Cole Binder* |

**Meeting 14**

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| **Meeting Date:**  ***11/12/2021*** | **Start Time: *2:00* End Time: *3:00***  **Summary of Meeting** |
| 1. Attendance | *Quinn, Colin, Chris, and Cole* |
| 2. Purpose of Meeting | *Test robot code and debug* |
| 3. Discuss work completed since last meeting. | *Code was completed and ready for testing* |
| 4. Summarize work completed during meeting | *Robot was tested and debugged until it accomplished desired task for Demo 2* |
| 5. Review action items to be completed after meeting | *Demo 2 to be completed in next meeting* |
| 6. Schedule next meeting | *November 15* |
| 7. Recording secretary | *Cole Binder* |

**Meeting 15**

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| **Meeting Date:**  ***11/15/2021*** | **Start Time: *2:00* End Time: *3:00***  **Summary of Meeting** |
| 1. Attendance | *Quinn, Colin, Chris, and Cole* |
| 2. Purpose of Meeting | *Complete Demo 2* |
| 3. Discuss work completed since last meeting. | *Finished debugging and testing code for Demo 2* |
| 4. Summarize work completed during meeting | *Demo 2 was completed* |
| 5. Review action items to be completed after meeting | *Begin team documentation* |
| 6. Schedule next meeting | *November 17* |
| 7. Recording secretary | *Cole Binder* |