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

***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**

|  |  |
| --- | --- |
| **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**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 5**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 6**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 7**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 8**

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| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 9**

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| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 10**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 11**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 12**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 13**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 14**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 15**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |