

WEEKLY REPORT and MEETING AGENDA

Report #:2 Project Name: Traffic Light Detection and Tracking
Date: 2/14/23 Prepared by: Robert Madriaga

Agenda for the weekly meeting

1. Finish up project proposal
2. Feedback from presentation
3. Start planning for next steps of project
4. Flesh out design specifics
- 5.
- 6.
- 7.
- 8.

Accomplishments during this period

1. Finished most of project proposal
2. Finished project proposal presentation
3. Decided on group roles and schedules
- 4.
- 5.
- 6.
- 7.
- 8.

Plans for next period

1. Incorporate feedback from presentation
2. Finish project proposal
3. Move onto next steps for the project
- 4.
- 5.
- 6.
- 7.
- 8.

Project management status

1. On track to finish proposal document and slides on time
2. The whole team is meeting and communicating regularly
3. No new purchases
- 4.
- 5.
- 6.
- 7.
- 8.

Minutes from previous meeting

Members initially Present at the meeting are Aryan, Morgan, Robert, and Clayton.
Instructors present: Dezhen Song, and Shuangyu Xie.

Meeting Starts at 8:30 AM

Project proposal due by next week

- Team will need to submit slides and document

We will be provided feedback from the presentation to improve our performance on future presentations and final changes to our project proposal.

Professor advises to keep on top of notebook

- Keep notes and draw diagrams
- Make it a habit

For weekly Tuesday meetings with instructors we plan to take turns taking minutes.

- Next week minutes takes is undecided for now
- Notes should follow the template format

Max arrives.

We move on to questions for the instructors.

Morgan Q: When will the proposal and slides be due

Dezhen Song A: The proposal is due on Thursday and the slides are due on Tuesday

Aryan Q: How do we design our project?

Dezhen Song A: Think about potential solutions, measurable things. Trim branches of potential ideas that wont work based on our goals. Work with the client! Ask why and explain our decision making process thorough our project proposal.

For any other or more complicated questions the professor usually finishes group meetings by 10:30, so we can talk more afterwards

Meeting Ends.

