ELEC-E8004 - Project Work
Team agreemen2t + meeting summaries

Part 1: Team Agreement

Team Members

- Johan Riihimäki (Chairperson)
- Janita Sallanko
- Hoang Huy
- Santeri Vallin

Instructor

Phuoc Nguyen (present in weekly meetings and available via Telegram).

1. Goals

a. Individual learning objectives

Janita
Wants to learn robotics programming and gain hands-on experience with working mobile robots. Has a particular interest in mobile robotics and practical implementation.

Johan
??

Hoang
??

Santeri
??

b. Personal grade goals

- Janita: Grade 3
- Johan: ??
- Hoang: ??
- Santeri: ??

2. Getting Organized

a. Weekly meeting time

The team holds a fixed weekly meeting every Tuesday at 14:00, in person at the campus. The project instructor is also present during these meetings.

b. Internal communication tools

Telegram is used for day-to-day communication within the team and for communication with the instructor.

c. Storage of project materials

All course-related documents, code, notes, and other materials are stored in a shared GitHub repository, to which all team members have access.

3. Chairperson

a. Chairperson model

The team has decided to have a fixed chairperson for the entire duration of the project to ensure continuity and efficient coordination.

b. Chairperson

Johan serves as the chairperson for the whole project.

c. Responsibilities of the chairperson

- Preparing meeting agendas
- Facilitating discussions during meetings
- Supporting task organization and division of work
- Booking the robot required for project work
- Handling necessary project-related paperwork

The chairperson is not responsible for writing meeting memos.

d. Responsibilities of the rest of the team

- Active participation in meetings

- Following agreed agendas
- Supporting the chairperson
- Completing assigned tasks
- Communicating issues proactively

4. Work Practices

a. Fair task distribution

Tasks are distributed based on workload, skills, and learning goals. Responsibilities are tracked through discussions and via the shared GitHub repository.

b. Decision-making

The team aims for consensus. If consensus cannot be reached, decisions are made by majority vote. In the case of a deadlock, the chairperson makes the final decision.

c. Adhering to decisions and ground rules

Decisions are clarified during meetings, followed by clear task assignments and deadlines.

d. Handling challenges

Challenges such as disagreements, communication issues, or deadline concerns are discussed openly within the team as early as possible. The instructor is involved if necessary.

e. Instructor involvement

Issues are brought to the instructor's attention when technical challenges block progress, workload concerns arise, conflicts cannot be resolved internally, or clarification is needed regarding course requirements.

5. Team Atmosphere

a. Getting to know each other

Team members get to know each other through regular in-person meetings and collaborative work sessions.

b. Maintaining a positive atmosphere

Meetings begin with brief updates on progress and challenges. Respectful communication and constructive feedback are emphasized.

c. Encouraging participation

The chairperson actively invites input from all members. Telegram provides an additional channel for participation outside meetings.

Part 2: Meeting Summaries

Meeting 1

1. Time & Place

Date: Friday, 6 February
Place: Campus (in person)

2. Participants

- Janita
- Johan
- Hoang
- Santeri
- Project instructor

3. Agenda

- Individual discussions with the instructor
- Workload expectations
- Technical setup and environment configuration
- Questions related to project tools and robotics environment

4. Progress Update

The team had agreed on basic working practices, communication tools, and meeting schedules. Each team member discussed workload concerns and technical questions with the instructor. The instructor provided guidance on environment setup and clarified expectations for lab work.

5. Challenges and Solutions

Uncertainty regarding technical setup was identified. The instructor addressed these issues individually and suggested documentation and support resources.

6. Next Steps

- Complete environment setup
- Begin familiarization with the robot and tools

- Start weekly Tuesday meetings at 14:00

Meeting 2: Weekly Instructor Meetings

1. Time & Place

Tuesdays at 14:00
Campus (in person)

2. Participants

Team members and project instructor.

3. Agenda

- Project progress
- Technical challenges
- Task division and planning
- Instructor feedback

4. Progress Update

Weekly meetings are used to review completed tasks, assign responsibilities, and receive instructor feedback.

5. Challenges and Solutions

Challenges are discussed collectively. Solutions are identified through team discussion or instructor guidance. One of the biggest challenges for the team is not being able to work on simulation because there are some quirks in the robot that are quite different. Most of the team members are unfamiliar with ROS.

6. Next Steps

Continue project development, address challenges as they arise, and maintain weekly meetings until May or until instructed otherwise.