Weekly Meetings

The purpose of the weekly meeting is to report the status of your project to management. It begins with a discussion of the budget (hours expended and work accomplished), proceeds to a discussion of the status of the project using a Gantt chart, and then to specific agenda items that are outlined below. Your presentation should take no more than 10 minutes, so be brief and to the point. The remainder of the meeting time, approximately 10 minutes, is reserved for a question and answer session. Time limits will be enforced, so it is important that you all arrive prepared. Note that each presentation is graded and comprises a portion of the 40% allocated to the project.

Your documents **must** be loaded to the Dropbox by 5:00pm on the day preceding your meeting. This is to allow sufficient time for Professors Giannacopoulos and Lowther to read your documentation. For this reason *it is not necessary to go through each and every detail during the presentation* – only what you consider the key points. Remember – 10 minutes.

A data projector will be provided. You are expected to arrive with your presentation on a laptop using any appropriate presentation software. Note: you are responsible for providing an appropriate adapter to connect your laptop to the projector, either VGA, HDMI or DVI.

Design Sharing with Management

Professors Gainnacopoulos and Lowther will require access to your design documents. All documents sharing in this course is done using Dropbox (www.dropbox.com). Here's what you need to do:

1. Create a Dropbox account if you do not have one set up already.
2. Create a folder with the following name: TEAMNN, were NN corresponds to your team number, e.g., TEAM01, TEAM02, …, TEAM17. It must be ***EXACTLY*** in this format, otherwise it will be missed by our software.
3. Put all relevant documents to be shared in this folder.
4. Invite your respective management representative, i.e., Professors Ferrie or Lowther to share your team folder using dennis.giannacopoulos@mcgill.ca or david.lowther@mcgill.ca as is appropriate.

To know who your specific representative is, consult the weekly meeting schedule shown below.

Weekly Meeting Schedule

Time	Tuesday		Thursday		Friday	
	Giannacopoulos 4104	Lowther 4105	Giannacopoulos 4104	Lowther 4105	Giannacopoulos 4104	Lowther 4105
10:30	01	02	07	08	13	14
10:50	03	04	09	10	15	16
11:10	05	06	11	12	17	

Weekly Agendas

Week 1: Oct 24-28
- Inaugural meeting, introduction of team members and their roles
- Initial breakdown of tasks and presentation of preliminary Gantt chart
- A *summary* of the 4 documents
- Preliminary designs, sketches, etc., outlining your ideas so far
- Plans for the following week. What do you need to do to address each of the agenda items listed for next week?

Prior to the Week 2 meeting

1. Prepare a spreadsheet with Column 1 corresponding to team members and Column 2-7 corresponding to Weeks 1-6 of the project. Tabulate the hours each team member used across the row opposite their name. At the bottom to the table, list each team member again and describe the work performed corresponding to the hours claimed. Use no more than 1 sentence per person.
2. Prepare 3 additional documents:
   a. Hardware design document,
   b. Software design document,
   c. Testing document,
   and use these to record all information pertinent to HW, SW and testing respectively.

Week 2: Oct 31-Nov 4
- Current status of the project (Gantt chart)
- Update on the budget
- Mechanical design proposal: prepare at least 3 alternative designs and briefly address the pros   and cons of each.
- Preliminary software architecture: i) Prepare a flow chart describing the overall system. You might consider doing this hierarchically, e.g., a high level description broken out into sub-levels. The idea here is to capture all of the steps involved in the game play, both as forward and defender. ii) Design a class hierarchy that implements the process description in (i).
- Discuss the results of Lab 5 relative to the project.
- Plans for the following week.

Prior to the Week 3 meeting (*Milestone I Meeting*)

The first major milestone of the project is a presentation of the mechanical design, software architecture, and test plans to be carried out during the second phase of the project during Weeks 3 and 4.   The details are spelled out in the agenda for Week 3.

Week 3: Nov 7-11 (Major Milestone I)
- Current status of the project relative to Gantt chart
- Budget review (summary of time/activity - put this in a spreadsheet).
- Presentation of adopted mechanical design (LDD or physical model). Make sure your design is *fully* documented (drawings, evolution of design, justification, features, etc.).
- Software Architecture: class hierarchy, preliminary API docs, status of code development. API = Application Programmer Interface - JavaDocs will do nicely. See your TA if you don't know what all this means.
- Update on testing document and status.
- Plans for next week.

This meeting might require additional time, so time slots might be shifted. You will be contacted by Professor Ferrie or Lowther as is appropriate.

Prior to Week 4 (*Milestone II*)

There will be no scheduled meetings during Week 4. Instead, each team will be required to perform a major demonstration with their robots showing the ability to localize, navigate, avoid obstacles, find and shoot the ball on net (on November 18). A Milestone Demo document will be posted to the Project folder approximately two weeks prior to the demo with full instructions.

Even though there are no meetings scheduled, you are expected to prepare the following agenda items (including a slide presentation) with the material deposited in your dropbox.

Week 4: Nov 14 – Nov 18
- Current status of the project relative to Gantt chart
- Budget review (summary of time/activity - put this in a spreadsheet).
- Presentation of adopted mechanical design (LDD or physical model). Make sure your design is *fully* documented (drawings, evolution of design, justification, features, etc.) and supporting documents are in your dropbox by 5:00pm the day preceding your meeting.
- Software Architecture: class hierarchy, preliminary API docs, status of code development. API = Application Programmer Interface - JavaDocs will do nicely. See your TA if you don't know what all t is means. Again, all documentation in your dropbox by 5:00pm the day preceding your meeting.
- Update on testing document and status.
- Plans for next week

Prior to Week 5 (*Last meeting before competition*)

Make sure your documentation is completely up to date.

Week 5: Nov 21 – Nov 25
- Current status of project, final steps before competition
- Budget summary of work to date, anticipated expenditure up to and including competition.
- Completion of Hardware, Software and Testing Documents – prepare brief summary of the state of each sector.
- Source Code – leave a copy of your complete source code in the dropbox.
- Discussion of any critical issues or details prior to competition