**WEEKLY REPORT and MEETING AGENDA**

Report #: 2 Project Name: 2N1

Date: 2/11/2023 Prepared by: Tyler Roosth

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| Agenda for the weekly meeting |
| 1. Go over our project proposal as well as the slides. 2. Determine what has been done on the project proposal. 3. Make sure everybody is caught up on their portion or has the information they need to complete their portion. 4. Set up who has what portion of slides for the presentation. 5. Gather questions we have for one another. |
| Accomplishments during this period |
| 1. Properly set up the proposal to ensure we can get it done in time. 2. Decided on object tracking methods to try out for our project. (YOLO, deep sort) 3. Assign roles to the slides for the presentation, two slides per person. 4. Answer questions we had for certain portions of our proposal or slides. 5. Email Dr. Song for questions we had for him. |
| Plans for next period |
| 1. Complete the proposal completely. 2. Finish the presentation slides by this time. 3. Practice presenting the slides. 4. Come up with the next meeting time. 5. Take notes for weekly reports. 6. Possibly finalize roles for project. 7. Determine more in-depth what tools our project will include. |
| Project management status |
| 1. Set up roles for the development of the project. 2. Set up for the next meeting time. 3. Create questions to ask the Stakeholder in order to get more information for the development of the project. 4. Think about how we’ll set up our presentation. |

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| Minutes from previous meeting |
| 2-7 Meeting w/ Walmart Rep (Zoom / In Person)   * Asked a few questions concerning our project and what we should be aware of. * Spoke of expectations for our proposal as well as presentation slides. * Show up around 8:30, in order to view other groups’ presentations.   2-11 Meeting (zoom)  Currently:   * Meeting on the project proposal checking to see where everyone is at. * Think about assigning group members certain roles depending on their qualification or what they would like to pursue. * Talking about the presentation, splitting up the slides amongst the group.   Soon:   * Complete the presentation slides. * Practice presenting. * Assign group members roles. (Frontend, Backend, etc…) |
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