**LAYOUT**

**Copy and paste this for each new meeting / agenda**

**TEAM MEETING (month/day/year)**

***Cameron,*** *Diogo, Jose, Samuel, Yujui ,Liu* ***—> Names of who is present, bold for who is leading***

**Duration: —> time**

**Agenda: —> all topics to be discussed**

* Recs-Architecture assignment part 2-Brainstorm(5 concept sketches) in key tech. areas
  1. Overall sketches
  2. Gantry configuration/motion ranges
  3. Hand sensing
  4. Hand Takeaway
  5. control algorithms
* (if time)Recs-Architecture assignment part 3
  1. System architecture diagram first pass
  2. Refine SysArch diagram
  3. Split into teams, identify team areas on diagram

| **No.** | **Agenda and Minutes** | **Actions needed** |
| --- | --- | --- |
| **1** | Jumped into Recs-Architecture assignment part 2-Sharing Brainstorming Ideas from all group members | Talk to Tom->Use his fancy force sensing device |
| **2** | Met with Prof. Colgate and he commented on some improvements we should make to our requirements from part 1 | Revise requirements |