

CAPSTONE: SEA SCANNERS

MINUTES OF THIRD INSTRUCTOR MEETING

A virtual meeting of the Sea Scanners team along with project instructors/advisors Dr. Feng Li and Dr. Herbert Hess was held on Friday, October 16, 2020 over the Zoom conference platform. Ethan Morris was the designated recorder.

The meeting began at 3:30 p.m. (PST).

Attendance was noted. All present members are listed below.

Initially there was a discussion on product buying options, but it progressed into a discussion on the project design and progress

- The design needs to validate purchasing the parts
- The Design Review is in four weeks
 - The design needs to work on paper
 - The team needs to come up with tests to determine the validity of the design
- The team needs to hold off buying parts until a design is ready
 - The budget can be solidified through this process
 - The team needs to put their design ideas down on paper and prove them
 - The project needs to be shown that it is organized
- The team is behind
 - A design needs to be established now
- A meeting between the team and Dr. Hess will be conducted on Wednesday, October 21
 - The team will update Dr. Hess on the design
 - There will be a discussion over the DVP
 - The team must prepare an agenda for the meeting at least 24 hours in advance

Dr. Hess left the meeting at 3:57 p.m. (PST)

The team then gave the Snapshot Day presentation to Dr. Li, and Dr. Li then gave the team advice with regards to the presentation.

- There needs to be slide numbers for all the slides
- There should be a clear idea given of the goal and setting of the project
 - Adding pictures will help with this
- The team should consider the accuracy of using GPS
- There should be specifics (such as budgets, project restraints, etc.) added to the presentation
- There should be a specific, technical plan for moving forward

Dr. Li presented logbook examples and advised the team on good logbook practices

- When uploading the logbook, keep the pages as one PDF
- Draw design ideas
- There needs to be a title page
- Make sure that there is a date, page number, and title for every entry
- Add “action items”
 - Notes of what needs to be done
- For every entry, start it on a fresh page

Dr. Li left the meeting at 4:28 p.m. (PST)

The team discussed about what to do before the meeting with Dr. Hess

- The team should have a meeting either on Sunday, October 18, or Monday, October 19
 - Research should be done beforehand
 - Every member should draw up preliminary designs individually and then convene to determine the best design to move forward with
- Cade will get a GANT chart for project scheduling

Lastly there was a question developed to ask the client

- Can the team receive the GPS equipment and a replica of the antenna?

The meeting was virtually adjourned at 4:38 p.m. (PST).

Respectfully Submitted,

Ethan Morris

Member of the Sea Scanners Team

Members Present:

Sea Scanners Team

Dr. Feng Li

Dr. Herbert Hess