

-Agenda-

SubXERO Team meeting

9-18-2014

Progress Update

- Orientation and discussion of meeting format
- Review team contract
 - Meeting lead/agenda/minutes
- Responsibilities and Progress
 - Client interview/meeting plan
 - Time and place
 - Question brainstorming
 - Team Portfolio
 - Format/style
 - Who will store it?
 - Needs Matrix
 - Sep 16 Budget meeting update

Approaching Deadlines

- Sep 26, Client interview with lead instructor
- Oct 3, Workshop #1, transcript of client interview
- Oct 6, Logbook review

Weekly Tasking

- Discuss scope of project, outline deliverables
- Set deadlines
- Brainstorm and assign this week's tasks

Special Notes

- WSU maintains a Facebook page for CS, EE, and ME projects

-Agenda-

SubXERO Team meeting

9-25-2014

Progress Update

- Explain weekly project/individual progress summaries - ask Haily about initial submission deadlines
- Record specific member roles and responsibilities - assign/distribute tasks if necessary
- Progress
 - Client interview/meeting plan
 - 5:00pm in EP 103
 - discuss formatting of interview (i.e. who will speak when)
 - go over questions one final time
 - Team Portfolio
 - Matrix - keep contributing
 - Should we divide into discipline specific sections?
- Have each individual member explain the research they've done and their current project learning status
- Bring forward any critical questions or comments members have

Approaching Deadlines

- Sep 25, Client interview with lead instructor
- Oct 3, Workshop #1, transcript of client interview
- Oct 5, finish research and have firm grasp of changes - include question in interview
- Oct 6, Logbook review
- Oct 11, Project proposals due
- Dec 1, purchase order lists due

Explain and go into detail about underlined dates

Weekly Tasking

- Discuss scope of project, outline deliverables
- Set deadlines
- Assign and record this week's individual tasks/objectives
- Set up 2nd weekly meeting time for ME

-Agenda-

SubXERO Team meeting

10-2-2014

>>> No meeting today. Shop certification

Approaching Deadlines

- Oct 6, Logbook review
- Oct 11, Project proposals due
- Oct 14, Snapshot
- Dec 1, purchase order lists due

Weekly Tasking

- Individual Progress reports due to team leads by Saturday Oct 4th

-Agenda-

SubXERO Team meeting

10-9-2014

Progress Update

- Logbook Review
- Discuss reformatted project proposals (ME) → see google docs
- Final proposal during Exec Meeting (10/18/14)
- How did the wiki class go? (Jeff)
- CS/EE discussion
 - Projects
 - Communication with WSU team
- Responsibilities and Progress
 - Needs and Metrics Matrix
 - Snapshot (Tuesday Oct. 14th)
 - Needs:
 - Portfolio: What all do we want to include?
 - Project Proposals
 - Cover page w/Team picture and name
 - ?
 - Poster Board:
 - Getting from Haily next club meeting
 - What additions should we make to the board? Specs, team name?
 - Submarine
 - Getting from WSU next club meeting (not sure how long for)
 - Video
 - Possible video playing last years competition on a laptop
 - Need to find long video
- Questions/Comments?

Approaching Deadlines

- Oct 14th Mid-Semester Snapshot
- Oct 28th Wiki help by appointment
- Oct 31st **DUE**: Mid-Semester Wiki-page
- Nov 10th **DUE**: Logbook Review #2

Weekly Tasking

- Brainstorm and assign this week's tasks
- Set deadlines

-Agenda-

SubXERO Team meeting

10-16-2014

Progress Update

- 'Mid-Semester Snapshot' review
 - Discuss logbook submission requirements
 - How are other teams doing?
- NAVSEA weekly meeting update
- Responsibilities and Progress
 - ME hydrophone bracket progress update
 - 3d model
 - Machining
 - What still needs to get done
 - Other work done this week
 - EE/CS updates
- Questions/Comments?

Approaching Deadlines

- Oct 28th Wiki help by appointment
- Oct 31st **DUE**: Mid-Semester Wiki-page
- Nov 10th **DUE**: Logbook Review #2

Weekly Tasking

- Next weeks tasking and objectives (CS, EE, ME)

Special Notes

- Business team will be entering Robosub in entrepreneur competition next the spring
- Haily will be coming by at 5pm to take sub back to WSU (give her posterboard)
- Who all will be attending WSU's weekly meeting Saturday October 18th?

-Agenda-

SubXERO Team meeting

10-23-2014

Progress Update

- NAVSEA weekly meeting update
 - Possible deliverables/pictures
- Useful Info
 - Cornell University is hosting a webinar on a number of different topics
 - 11/1 1pm Mechanical Systems Design
 - 11/8 11am Electrical Systems Design
 - 11/15 1pm Sealing of Custom Enclosures
 - 11/22 11am PCB Board Design and Layout
 - 11/22 1pm Actuators/Pneumatics Design
 - 11/16 11am Vision
 - 12/13 11am Testing 101/Mission Optimization

NOTE: Each video will be about 1hr long and will be posted to Cornell University's Youtube channel after the session held in EST

- Responsibilities and Progress
 - ME Claw Design now underway
 - ME Pneumatic Actuator Research
 - Other work done this week
 - EE/CS updates

Approaching Deadlines

- Oct 28th Wiki help by appointment
- Oct 31st **DUE:** Mid-Semester Wiki-page
- Nov 10th **DUE:** Logbook Review #2

Weekly Tasking

- Next weeks tasking and objectives (CS, EE, ME)

Special Notes

- Camera Bracket Mount reconstruction

-Agenda-

SubXERO Team meeting

10-30-2014

Progress Update

- Camera bracket reconstruction finished
- Need to constantly be making additions to the portfolio
 - Recent activities/projects that can be documented?
- Create action register for main UI group and subgroups on g-drive (CS, EE, ME)
 - Item #, Action Item, Target Date, Completion Date, Comments
- Responsibilities and Progress
 - EE, CS update
 - Can other teams do anything to help?
 - ME Update
 - Claw designs and designated dimensions
 - Discuss project schedule for the rest of the year at end of meeting
 - What changes should be made?
 - Is it reasonable?
 - NOTE: will be the schedule we base deliverables and progress off of

Approaching Deadlines

- Nov 3rd **DUE**: Mid-Semester Wiki-page
 - Fill out and make sure we have finished before Tuesday Nov 4th
- Nov 10th **DUE**: Logbooks (w/review form) and portfolio to lead instructor
- Nov 3-21 **DUE**: Design review (w/client and lead instructor)
- Nov 21st **DUE**: Team member citizenship form to lead instructor by COB

Weekly Tasking

- Brainstorm and assign this week's tasks
 - What needs to be done? Who will do it? When will it be finished by? (AR)

-Agenda-

SubXERO Team meeting

11-6-2014

Progress Update

- Wiki-page update
 - make bios 3rd person
 - keep a separate folder for all images used on wiki-page
 - projects → move under project learning
 - break into individual sections and go into details on each (i.e. design ideas)
 - be sure to include pictures of work done (solid models, construction progress)
- CS update
- EE update
- ME update
 - Michael - progress on Sub-Stand
 - Chet - progress on base claw
 - Woovin/Cody - progress on battery casing

Approaching Deadlines

- Nov 10th **DUE**: Logbooks (w/review form) and portfolio to lead instructor
- Nov 3-21 **DUE**: Design review (w/client and lead instructor)
 - start tasking
 - NEEDS: split into ME, CS, and EE sections
 - see “Conducting a Design Review” under Project Guides on mindworks for specifications/needs/presentation/dress-code
 - decide upon date
 - What works best for us?
 - Chet talk with Haily about scheduling
- Nov 21st **DUE**: Team member citizenship form to lead instructor by COB

Weekly Tasking

- Make changes to and keep updating wiki-page

-Agenda-

SubXERO Team meeting

11-13-2014

Progress Update

- Group updates
 - Computer Science
 - Electrical Engineering
 - Mechanical Engineering
- Quick Logbook #2 Discussion
 - Questions/Comments?
- Responsibilities and Progress
 - Wiki Page - keep updating it
 - will give more focus the following week
- Preliminary Design Review
 - Break up and distribute work load
 - Needs to be finished by Monday or Tuesday (11/17 - 11/18) - choose
 - Will hold separate meeting establishing its completion
 - If not completed by this time we will all work to finish it

Approaching Deadlines

- Nov 3-21 **DUE:** Design review (w/client and lead instructor)
 - EE, CS, ME presentation update
 - what do we have so far?
 - decide upon date
 - Waiting for everyone to fill out the poll
- Possible Dates Include:
- 11/19/14 @ 4, 5, or 6pm

- Nov 21st **DUE:** Team member citizenship form to lead instructor by COB

Weekly Tasking

- **PRIORITY:** finish Design Review presentation

Special Notes

- Weekly meetings with Mike Kapus (NAVSEA Mentor) are suspended for the next couple weeks
 - On Vacation

-Agenda-

SubXERO Team meeting

11-20-2014

Progress Update

- Preliminary Design Review Discussion
 - Questions/Comments?
- Group updates
 - Computer Science
 - Electrical Engineering
 - Mechanical Engineering
- Responsibilities and Progress
 - Wiki Page - this weeks focus
- Cameras decision has been made
 - specs can be seen here:

<http://www.ptgrey.com/support/downloads/10135>

http://www.maxxvision.com/fileadmin/content/Produkte/Objektive/Downloads/Fujinon/Fujinon_Fisheye_Objektiv_FE185CO57HA-1.pdf

Approaching Deadlines

- Nov 21st **DUE:** Team member citizenship form to lead instructor by COB
- Dec 2nd: GENERAL SESSION #11 - Snapshot Prep, Semester Deliverables (**AgSci 106**)
- Dec 5th: GENERAL SESSION #12 - **Snapshot Day #2 (GJ Lab 8:30-10:20)**

Weekly Tasking

- Everyone:
 - (CS,EE,ME) additions to Wikipage - Edit
 - Think about what you want to put on the posterboard → bring a list to next week's meeting we will have (monday/tuesday - decide on time)

Special Notes

- Can we start ordering parts yet?

-Agenda-

SubXERO Team meeting

12-4-2014

Progress Update

- Group updates
 - Computer Science
 - Electrical Engineering
 - Mechanical Engineering
- Responsibilities and Progress
 - Snapshot (Friday morning 8:30-10:20)
 - Did everyone bring something to put on the board?
 - What else do we need?
 - Who isn't able to go?
 - Who can stay after to help make the posterboard?
 - Wiki Page
 - Wiki Page review 12/9 (Tuesday's class)

Approaching Deadlines

- Dec 5th: GENERAL SESSION #12 - **Snapshot Day #2 (GJ Power Lab 8:30-10:20)**
- Dec 9th: Wiki page review - come at your assigned time (**AgSci 106**)
- Dec 12th: Final day of 1st semester

COURSE DELIVERABLES:

- Project Portfolio (submitted to lead instructor)
- Wikipage (with notification to lead instructor and Dr. Beyerlein)
- Snapshot Poster & Preliminary Prototyping (at your assigned work area)
- Logbook w/review form (per lead instructor directions)

Weekly Tasking

- Everyone:
 - (CS,EE,ME) additions to Wikipage
 - Everyone add/edit the page and then email Chet describing changes by Sunday night
 - The more the merrier. 'Tis the season after all

Special Notes

- We do have a meeting at WSU this Saturday (12/6/14)

-Agenda-

SubXERO Team meeting

12-4-2014

Progress Update

- Group updates
 - Computer Science
 - Electrical Engineering
 - Mechanical Engineering
- Responsibilities and Progress
 - Snapshot (Friday morning 8:30-10:20)
 - Did everyone bring something to put on the board?
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