

## ## Meeting Minutes

\*Lydia Engerbretson\*

\*Hannah Pearson\*

\*Matt Covalt\*

\*Matt Waltz\*

\*Roy Cochran\*

\*Feng Li\*

\*September 8, 2017 3:30pm-4:15pm\*

### ### Agenda

- \* Brief Introductions
- \* Look over team contract
- \* Discuss client meeting on 9/14
- \* Discuss/ask questions about project

### ### Agenda Notes/Status Report

We started the meeting with brief introductions, where we said our name, major, and our contribution to the project. Roy: EE major and is taking an antenna class that could help with this project. Covalt: CompE major and has experience with Xilinx and FPGAs. Waltz: CompE major and worked with Idaho Scientific over the summer. Hannah: CS major who can help with programming. Lydia: CS major who knows a little about Xilinx, FPGAs, and can also help with programming.

We discussed our meeting with our client, which is scheduled on 9/14. But we are unclear when the meeting is... either 1:30, 2:30, or 3:30. Dr. Li will contact Idaho Scientific and notify us the exact time.

We need someone in charge of wiki page and link it to capstone project webpage, on the University of Idaho server. Hannah and Roy will mainly be in charge of this. Dr. Li also ensured that Hannah and I (Lydia) are in charge of meeting minutes, I (Lydia) will be in charge of the project portfolio, and Roy/Covalt will also find a locker to store the project portfolio binder.

Next Meeting: Client Interview on Thursday, 9/14 (at 1:30, 2:30, or 3:30)

- \* Introduce ourselves
- \* Interview the client

The client wants monthly meetings with monthly status reports. Our weekly team meetings will be officially on Wednesdays, at 3:30pm.

Roy asked Dr. Li about finding one other instructor that has more insight into the project - possibly Roy's antenna professor. Dr. Li said that there should be no more than two instructors on a senior project.

Dr. Li said we need to do our research and to know the project very well before the client interview on Thursday.

We told Dr. Li about our github repository, where we will track changes, assign tasks, post meeting minutes, and link our wiki page. Dr. Li created an account on github and is currently added to the team repository.

The next item we talked about was workspace for our project. We plan to use lab/room 215 in BEL for any Vivado/Xilinx usage (due to licenses). The client will ship board, along with cables to us. We also have the senior design lab as workspace.

Dr. Li also discussed grading and logbooks. Our grading will be individual and team based. Bruce Bolden will look at CS majors' logbooks.

### ### Action Items

- \* Lydia: Update team contract with exact meeting time and location and team responsibilities (wiki page responsibilities). Print one copy of team contract by next meeting, where we will all sign it.

- \* Lydia: Type agenda for next team meeting.

- \* Waltz/Everyone: Deliver meeting outline/agenda to client before meeting.

- \* Waltz: Ask client if we can record meeting.

- \* Roy/Covalt: Find locker to store portfolio binder.

- \* Roy: Contact antenna professor about being instructor

\* Everyone: Come up with 20 questions to ask client.