

Flash-IOT

Weekly Team Meeting 09/12

12 SEPTEMBER 2019 / 2:30 PM / ECE Conference Room

ATTENDEES

Dr.Ay, Dr.Li, Xueren Wang, Wei Hu, Zhicai Li, Yanqin Huang, Yuhang Dai

AGENDA

- Introduction
- Complete Team Contract
- Teamwork assignment
- Client interview

NOTES

- Introduction to our position:
 - Xueren Wang: Team Leader/Meeting Organizer
 - Wei Hu: Primary Client Contact/Meeting Note Taker
 - Yuhang Dai: Treasurer/Budget Planner
 - Yanqin Huang: Documentation Manager
 - Zhicai Li: Project Process Supervisor
- Complete Team Contract:
 - Each team member agreed with the content in the current team contract. Team contract will be reviewed monthly to adjust content.
 - For documentation, we will setup a google drive to store each file in the corresponding folder(including meeting minutes). Besides, share the private link to our client(Dr. Ay) and instructor (Dr. Li) to let them track our process.
 - For documentation, we need to setup version control in file to prevent overwrite. Also, the permission control is important. We will focus on checking the version in Google docs and the permission of shared link.
 - For budget, the process to purchase necessary supplies is through purchase form. Our budget is around \$1000 according to the proposal. There are budget form templates on MindWork.

- For tracking process, Microsoft project is helpful us to set up project and schedule. We need to consider the time of the delivery and the PCB fabrication. Deadlines are critical in planning schedule.
- Teamwork assignment: Teamwork assignment is discussed in the below section.
- Client interview: Client interview will be held next Thursday (9/19 2:30 p.m.-3:30p.m. at ISGC conference room). We will prepare 20 questions for our client. Client interview is a step where we can negotiate the project spec with our client. Based on the brainstorming, we can determine what can be done and figure out the project schedule. Before Client interview, we will do some research about the project focusing on the specs listed in the proposal.

ACTION ITEMS

1. Do some research about the project focusing on the Specs mentioned in the proposal. Each team member needs to prepare 4 questions for client interview.
2. Setup Google Drive for documentation and manage file version.
3. Figure out how to use Microsoft project to create a tentative schedule.
4. Figure out the process of purchasing supplies through budget.

NEXT WEEK'S PLAN

We will hold meeting within team members next Tuesday(9/17) to check what we achieve and what difficulties we encounter before client interview.