

-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)