

Date: January 11, 2018
Time: 11:30am (face-to-face)
Location: HI 224
Members Present: All

Objective:

Discuss general guidelines of project, meet team members, and ensure that all parts of the AEV are present.

To-do/Action Items:

Website update 1

Collect contacts of all members of company

Decisions:

Meet to create team meeting minutes on January 15, 2018 at 2pm in the Union

Current keeper of the AEV kit is Alex Abood

Reflections:

We did not receive enough clarifications about website and meeting minutes.

Date: January 15th, 2018
Time: 2pm (face-to-face)
Location: The Union
Members Present: All

Objective:

Complete team meeting minutes 1, create company website, add all company members to website.

To-do/Action Items:

Finish setting up the website with all necessary components - set up company landing page (Rylee) and add approach to MCR on division page (all)

Decisions:

Our team in charge of the company landing page and creating the division pages and setting up the basic student information for each division

Our MCR approach to focus on the accuracy of the sensing start and stop positions of the AEV and the actual physical start and stop mechanisms of the AEV rather than to worry about speed because we feel like the amount of time that we have is adequate so focusing on the accuracy would be a better use of our time.

Reflections:

We were not given enough information about the necessary things on the company website
Hard to set up meeting with entire company members

Date: 1/18/18
Time: 11:10am
Location: HI 224
Members present: All

Objective:

Complete preR&D lab 1 + 2

To-do/Action Items:

Meet over weekend to finish website deliverables and progress report questions (all)

Decisions:

Meet over weekend to finish website deliverables and progress report questions

Reflections:

n/a

Date: 1/21/18
Time: 5:45pm
Location: Online (Group Chat)
Members present: all

Objective:

Divide tasks to do

To-do/Action Items:

Pre-R&D Lab 1: progress report question (tyler)

Website deliverable (alex)

Pre-R&D Lab 2: progress report question (celia)

Website deliverable (rylee)

Pre-R&D Lab 3 Individual work (all)

Decisions:

Each person is given task and is to do individual brainstorm for lab 3

Reflections:

n/a

Date: 1/25/18
Time: 11:10am
Location: HI 224
Members present: all

Objective:

Complete preR&D lab 3 + 4

To-do/Action Items:

Meet with team members to complete website deliverables and progress report questions (all)

Complete individual concept sketches

Decisions:

Meet with team members to complete website deliverables and progress report questions

Reflections:

n/a

Date: 1/30/18
Time: 5:45pm
Location: McPherson 1046
Members present: all

Objective:

Complete preR&D lab 3 + 4

To-do/Action Items:

Send website URL to TA's (Celia)

Get old arduino code (Alex + Tyler)

Redraw the lab 3 sketches

Decisions:

n/a

Reflections:

n/a

Date: 2/1/18
Time: 11:10am
Location: HI 224
Members present: all

Objective:

Complete preR&D lab 5

To-do/Action Items:

Meet with team to complete progress report 1 (all)

Decisions:

Meet with team to complete progress report 1 (all)

Reflections:

n/a

Date: 2/4/18
Time: 6:00pm
Location: The Ohio Union
Members present: Tyler, Alex, Celia

Objective:

Complete Progress Report 1

To-do/Action Items:

Progress report questions for pre-R&D labs 3 + 4 + 1 + upload Arduino code(Tyler and Alex)

Progress report: Forward looking plan (Rylee)

Progress report questions for pre-R&D labs 5 + 2 and team meeting minutes and other parts of the backward-looking summary (Celia)

Decisions:

Split up tasks for the progress report as seen above

Reflections:

n/a

Date: February 8, 2018
Time: 11:10am
Location: HI 224
Members present: all

Objective: complete as much of Advanced R&D topic 1

To-do/Action Items:

Meet on sunday (2/11) at Ohio Union to discuss proposal and committee meeting (all)

Decisions:

Advanced R&D topic 1 is track variance

Reflections:

Large propellers much more effective than smaller propellers

Date: 2/11/18
Time: 5pm
Location: RPAC
Members present: all

Objective: Assign roles for committee meeting and decide what to propose

To-do/Action Items:

Create solidworks model for proposal (Tyler), Complete power point slide (Rylee)

Decisions:

PR committee meeting → Rylee

HR committee meeting → Tyler and Alex

R&D committee meeting → Celia

Reflections:

n/a

Date: 2/15/18
Time: 11:10am
Location: HI 224
Members present: Tyler, Alex, Celia

Objective:

Complete advanced R&D topic 1, Complete committee meeting, Complete grant proposal

To-do/Action Items:

Decide on advanced R&D topic 2

Decisions:

No need for team meeting over weekend

Reflections:

n/a

Date: 2/22/15
Time: 11:10am
Location: HI 224
Members present: All

Objective:

Finish advanced r&d topics 1 and 2

To-do/Action Items:

Meet over weekend to discuss website update and oral presentation

Decisions:

Meet at 1pm on Saturday

Reflections:

n/a

Date: 2/24/18
Time: 1pm
Location: Text chat
Members present: all

Objective:

Decide roles for oral presentation and website update

To-do/Action Items:

Complete ANOVA test for track variance (Alex)

Make graphs for data (Tyler)

Analyze data + graphs for battery test (Celia)

Analyze data + graphs for track variance test (Rylee)

Put corresponding data into oral presentation

Decisions:

Complete test and powerpoint before Wednesday

Complete website update before Thursday

Reflections:

n/a

Date: 3/8/18
Time: 11:10
Location: HI 224
Members present: All

Objective:

Complete final R&D, Design Concept Comparison

To-do/Action Items:

Assign parts for CDR draft and finalize code for performance test 1

Decisions:

To be made after analysis of design comparison data

Reflections:

N/A

Date: 3/19/18
Time: 10:20
Location: HI 308
Members present: All

Objective:

Finalize code for performance test 1

To-do/Action Items:

Fine tune AEV code for successful performance

Decisions:

Power breaking will be used instead of servo, work for CDR draft split among team

Reflections:

Servo Motor difficult to attach to AEV properly in small amount of time available

Date: 3/21/18
Time: 10:20
Location: HI 224
Members present: All

Objective:

Complete Performance test 1

To-do/Action Items:

CDR Draft

Decisions:

AEV completion of performance test 1 was satisfactory

Reflections:

Wiring the reflectance sensors is critically important to the AEV successfully and safely completing a run

Date: 3/22/18
Time: 11:10
Location: HI 224
Members present: All

Objective:

Work on CDR draft and complete performance test 2

To-do/Action Items:

CDR Draft, performance test 2

Decisions:

Perform 3 tests on a time-based and distance-based version of the AEV code

Reflections:

Distance-based code is more reliable than time-based code

Date: 3/26/18
Time: 10:20
Location: HI 308
Members present: Alex was absent

Objective:

Prepare for performance test 2

To-do/Action Items:

Finalize details for performance test 2

Decisions:

Establish a building and troubleshooting procedure to expedite correcting common mistakes in lab

Reflections:

Most of the lab was spent troubleshooting problems caused by an incorrect wiring of the reflectance sensors, this could have been prevented by running the reflectance sensor test at the start of the lab

Date: 3/28/18
Time: 10:20
Location: HI 308
Members present: Alex was absent

Objective:

Complete Performance Test 2

To-do/Action Items:

Prepare for final performance test

Decisions:

Adjusted code

Reflections:

The AEV needs either more power to stop in time. The power breaking code is not operating backwards on the way back and needs to be updated to manually reverse the motors to the correct direction

Date: 3/29/18
Time: 11:10
Location: HI 224
Members present: All

Objective:

Complete committee meeting 2 and work on final performance test

To-do/Action Items:

Progress Report 3, final performance test

Decisions:

Adjusted code based on test runs, decided not to use in test

Reflections:

The trial-and-error method currently is use to find the correct mark on the track is very time consuming and a better method to complete this would be ideal due to time constraints in class.

Date: 4/4/18
Time: 10:20
Location: HI 308
Members present: All

Objective:

Test and adjust AEV code for final performance test, finalize plan to complete progress report 3

To-do/Action Items:

Final Performance test, Progress Report 3

Decisions:

Decided on work distribution for progress report 3

Reflections:

The caboose adds a significant amount of inertia to the AEV, this is making it hard to stop the AEV at the gate

Date: 4/09/18
Time: 10:20
Location: HI 308
Members present: All

Objective:

Work on Final performance test

To-do/Action Items:

Work on finalizing the website; Design evolution and sales pitch

Decisions:

Rylee will finish the design evolution, Celia will complete the sales pitch

Reflections:

N/A

Date: 4/11/18
Time: 10:20
Location: HI 308
Members present: All

Objective:

Complete Final Performance test

To-do/Action Items:

Calculate cost of the AEV project, create a sales pitch, update website with meeting minutes and code, update CDR and Final oral presentation.

Decisions:

The team will meet this Sunday to complete all of the final updates and projects due next week

Reflections:

The work needs to be completed in a timely manner and all group members will split the work equally and fairly, also the energy usage of the AEV is really high and needs to be lower to improve the AEV.

Date: 4/12/18
Time: 11:10
Location: HI 224
Members present: All

Objective:

Test and lower the energy usage for the performance testing run two

To-do/Action Items:

Calculate final cost of the AEV, and create a sales pitch, update website with meeting minutes and code, update CDR and Final oral presentation.

Decisions:

The energy used during the run must be lowered

Reflections:

The final deadlines must be done on time and not procrastinated which has hurt our projects in the past.

Date: 4/16/18
Time: 10:20
Location: HI 308
Members present: All

Objective:

Complete Final presentation and begin practicing

To-do/Action Items:

Rehears final presentation for class on Thursday

Decisions:

The website will be completed when Alex finishes the Sales Pitch, and the CDR will be completed over the weekend.

Reflections:

N/A