## **Team Meeting Minutes**

Date: January 10th, 2019

Location: Hitchcock Hall

Members in Attendance: All

Objective Statement: We met together to discuss

plans for AEV Project

Completed Tasks:

Arduino Coding

Tested Code

Established our company

Created website

Date: January 17th, 2019

Location: Hitchcock Hall

Members in Attendance: All

Objective Statement: We met together to discuss

plans for AEV Project

Completed Tasks:

Website

Coding

AEV Design

Date: January 31th, 2019

Location: Hitchcock Hall

Members in Attendance: All

Objective Statement: We met together to discuss

plans for AEV Project

Completed Tasks:

Coding

Ran AEV

Website

Date: February 6th, 2019

Location: Hitchcock Hall

Members in Attendance: All

Objective Statement: We met together to discuss

plans for AEV Project

Completed Tasks:

Website

Ideas for Design

Date: February 7th, 2019 Date: February 28th, 2019

Location: Hitchcock Hall Location: Hitchcock Hall

Members in Attendance: All Members in Attendance: All

Objective Statement: We met together to discuss

Objective Statement: We met together to discuss

plans for AEV Project plans for AEV Project

Completed Tasks: Completed Tasks:

Website • Coding

AEV design 

• Data Collection

WebsiteAEV Design

Date: February 21st, 2019

Date: March 6th, 2019
Location: Hitchcock Hall

Location: Hitchcock Hall Members in Attendance: All

Members in Attendance: All

Objective Statement: We met together to discuss plans for AEV Project

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Completed Tasks:

Completed Tasks:

Coding

AEV Data Collection • Coding

Website 
 Data Collection
Testing 
 Website

Date: March 7th, 2019

Location: Hitchcock Hall Location: Hitchcock Hall

Members in Attendance: All Members in Attendance: All

Objective Statement: We met together to discuss Objective Statement: We met together to discuss

plans for AEV Project

Completed Tasks:

Date: March 18th, 2019

Location: Hitchcock Hall

Members in Attendance: All

Coding

Testing

Revising Progress Report

Website

Location: Hitchcock Hall

Members in Attendance: All

Objective Statement: We met together to discuss

Objective Statement: We met together to discuss

plans for AEV Project Completed Tasks:

Completed Tasks:

Coding

Performance Test Two

Website

plans for AEV Project

Date: March 21st, 2019

Completed Tasks:

Performance Test Two

CDR Draft

Date: March 25th, 2019

plans for AEV Project

Committee meeting

CDR draft

**AEV** 

Date: March 28th, 2019

Location: Hitchcock Hall

Members in Attendance: All

Objective Statement: We met together to discuss

plans for AEV Project

Completed Tasks:

Progress report 3

AEV testing

Coding

Website

Date: April 4th, 2019

Location: Hitchcock Hall

Members in Attendance: All

Objective Statement: We met together to discuss

plans for AEV Project

Completed Tasks:

Progress Report 3

Date: April 11th, 2019

Location: Hitchcock Hall

Members in Attendance: All

Objective Statement: We met together to discuss presentation

Completed Tasks:

Testing

Website

Date: April 8th, 2019

Location: Hitchcock Hall

Members in Attendance: All

Objective Statement: We met together to discuss

plans for AEV Project

Completed Tasks:

Final Performance Test

Coding

Website