

Bi-Weekly Staff Meeting

Date:	9/30/14
Team Number:	Team 21
Team Leader:	Jane Bartley
Webmaster:	Sina Sharifi-Raini
Other Teammates:	Jordan Muntain, Lester Nandati, Bridget Leen, Colin Riley
Sponsor & Advisors:	Sponsor: Kim Sash ME: Jonathan Clark EE: Bruce Harvey
1. Project Title: Underground Robotic Gopher Tortoise Scope	
<p>2. Project Objectives:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mechanism needs to be water and dirt resistant <input type="checkbox"/> No more than 6 inches wide <input type="checkbox"/> Weigh less than 50lbs <input type="checkbox"/> Shock resistant <input type="checkbox"/> Have a battery life for at least 8 hours <input type="checkbox"/> Operate in temperatures from 0°F and 100°F <input type="checkbox"/> Infrared camera that can take pictures and record live video <input type="checkbox"/> Gather temperature and humidity readings of the burrow <input type="checkbox"/> Move quickly with good traction down the burrow <input type="checkbox"/> Be relatively quiet in order to not disturb the gopher tortoises or other animals 	
<p>3. What was accomplished the last two weeks on individual tasks? (Please include representative data and supporting documents.)</p> <p>Each group member was given an individual component to complete on the Needs Assessment. The individual components were as follows: Introduction: Jane Bartley Background Research: Bridget Leen Needs Statement: Lester Nandati Goal Statement: Jordan Muntain Constraints: Colin Riley and Sina Sharifi-Raini</p> <p>The other sections of the Needs Assessment report were completed as a group. The group also met during their regular meeting time to complete this report as well as to develop a schedule for the rest of the semester. The team also had a formal brainstorming session.</p>	
<p>4. Summary of problems encountered and actions taken (and by whom):</p> <p>The team had difficulty determining a schedule for the month of September in terms of when prototyping should begin. The team decided to lay out a schedule using a Gantt chart while also speaking with their academic advisor in order to lay out a proper timeline for the semester.</p>	
<p>5. Work planned for the next period and the person(s) responsible:</p> <p>In the next two weeks the team will finish the Project Plans and Specifications report and update the Gantt chart from the Needs Assessment report. The team will also begin the first stages of prototyping in the next two weeks in order to have the first prototype done by mid-late October.</p>	
7. Open comments/suggestions	

