

Meeting Minutes 8

Date: December 9th, 2024

Time: 10:00 pm

Location: Clough Undergraduate Learning Commons

Project: RoboBuzz

Subject: Presentation and Animation

Team: Team 1

Attendance: James Lee: Present
Jeremy Kwok: Present
Aditi Raghavan: Present
Fela Olaniyan: Present
Grayson Peters: Present

The purpose of this meeting was to finalize our presentation, input the animation into it, and to make sure every file was available for the completion of the final project report.

The following items summarize the discussion:

1. Today's Discussion

- a. Divided up slides on the project presentation
- b. Each member practiced discussing their own parts and their assemblies
- c. Began combining PDF's for the final report

2. Time Constraints and Time Management

- a. Presentation done by December 11th at 11:20 am
- b. Final Project Report due December 12th
- c. Part Drawings due December 12th
- d. Peer Evaluations due December 12th

3. Action Items

- a. Practice slides for presentation
- b. Piece together final report
- c. Re-write assembly instructions

4. Next Meeting

Scheduled for: December 11th, 2024 at 11:20 am

Place: Allen 121

5. Approval of Minutes (Initials)

- a. **James Lee:** JL
- b. **Jeremy Kwok:** JK
- c. **Aditi Raghavan:** AR
- d. **Fela Olaniyan:** FO
- e. **Grayson Peters:** GP