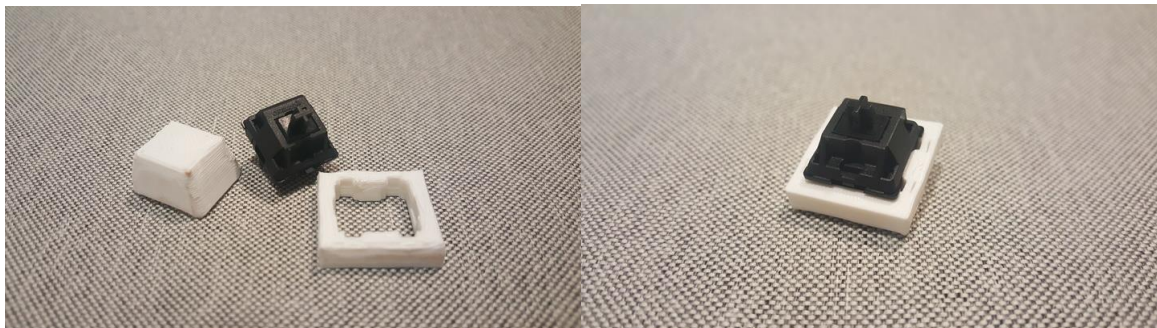


20170118 Meeting

- 2PM Central Library Study Room B
- Recorder: Burgess Xu Wang
- Attendance: All
- This meeting is important. We reflect on progress of each design field and discuss upon the interim report composition:
 1. Hardware: components ordered arrived whilst the controller is yet to come.
 2. Software: software team has done a lot of researches upon the implementation of controller programming. Since a display LCD screen shall be utilized, the software designing now faces new task to make keyboard **switches, display, computer interface** cooperate smoothly with each other.
 3. Packaging: initial 3D printed samples are manufactured. But due to the deficient resolution or design, the key cap and key frame do not fit well with our standard key switches. Packaging team shall adjust the CAD to manage the manufacture quality.



4. Documentation: reflect on the online survey for design guidance. Several constructive suggestions are obtained. Majority of the feedbacks show the interesting of having a product like what we are working on.
- **Tasks at this stage:**
 1. **Hardware:** PCB design shall be adjusted to accommodate the LCD screen and microcontroller. A suitable type of LCD needs to be decided with software team to make sure the it is compatible with other peripherals.
 2. **Software:** research on controller coding.
 3. **Packaging:** optimize the CAD and find out a better means to improve the resolution of 3D printing.
 4. **Documentation:** we have discussed upon the interim report composition. According to the responsibility taken by every member so far, we decide to have specific people to take charge of different part of the report. Below attached a table for the task distribution.

We decided to have part 3 Project Group Management containing 5&6 responsibilities & communication.

We will have roughly 10 days to work on our own part of the report individually. A google drive shall be used to accumulate our words. If we have ideas to put in others' parts, we will talk to the person in charge.

We want to have it finished 7 days before the official deadline so that we can pass it to Mrs. Perea for advises and suggestions.

interim report task distribution		
1	Abstract	Mariam
2	Intro	Mariam
3	Project Group Management	Clive, Orion
4	Specification	BurgessXuWang, Xav
5	Responsibilities	Clive
6	Communication	Orion
7	General Long Term Schedue	Chelle Ma
8	Research&Analysis	BurgessXuWang, Xav, Antonio
9	Summary	Mariam
	Appendix&overall	Koral

- Next meeting shall be in next week.
- Meeting finished @3pm.