Formal Meeting	Week 3
Location	Online through Skype
Date and Time of Meeting	September 20th, 2019, 12:30 – 1:00 PM
Minutes Prepared by	Martin Battilana
Leader	Jacob Koo
Secretary	Martin Battilana

1.0 Attendees

Dr. Chad W. Sinclair
Martin Battilana
Jacob Koo
Hin Yao Chow
Kevin Zhu
Oliver Tian
Devang Lamba

2.0 Meeting Agenda

1) Discuss progress from previous week
2) Go over Proposal report
3) Discuss the plan for next week

3.0 Notes from Meeting

1) The midterm report will likely have a large section about types of sensors
2) Similarities between types of failure and how to possible sense them
3) Identifying types of defects
4) Justification of sensory methods (example: measuring temperature right away will not directly tell you that a defect is occurring
5) Funnel sensory methods to the most optimal or probably for this project
6) Dig deeper: do we want quantitative measurements of the surface? Justify what we need and why
7) We will be evaluated on our logical progression of thoughts
8) Should be able to source parts by the midterm
9) Risks: time, cost, parts take time to ship, other things out of our control
10) Budget: what is needed in order to complete the project (order of magnitude approximation)
11) Printer: model is PRUSA I3 mark 3 or 2, costs $800
12) Easier to go after a clear scope instead of meandering all over the place
13) Want to show the reader that we've done our due diligence and show all the ways of sensing different types of failure then quickly say which ones will be focused on and why
14) Report should be a funnel, starts broad and funnels down

4.0 Action Items for Next Week

1) Figure out how to upload documents to the Wiki before Wednesday Sept. 25
2) Figure out other methods of sensing failure (touch, taste, smell, sound, etc)
3) Figure out specific constraints
4) Need to go back and formulate our thoughts
5) Get access and training for the 3D printer
6) Do a proper assessment of what's out there for the proposal report, show that we've started from a broad view, then quickly show how we choose to focus on 1 solution.
7) Do more research on optical sensing and machine vision in order to detect defects
8) Properly define the scope of the project
9) Finalize Proposal Report and set up next week's meeting mintues

5.0 Questions
1) Do we need to know every point on a 2D surface or just 1 point in order to detect defects? 2) Will we need special lighting or just room lighting? 3) Do we need a special type of camera? 4) Risks: what is your end goal and what are the things that could happen to not allow you to meet your end goal? 5) What things are out of your control that could pose a potential risk to this project?

Group Meeting	Week 3
Location	Frank Forward Computer Lab
Date and Time of Meeting	September 18th, 2019 12:00 – 12:30 PM
Minutes Prepared by	Martin Battilana
Leader	Everyone
Secretary	Martin Battilana
1.0 Attendees	
Martin Battilana Hin Yao Chow Oliver Tian Devang Lamba	
2.0 Meeting Agenda	
1) Discuss and assign tasks for the Proposal Report 2) Discuss options for sensing defects 3) Formulate questions to ask in the Formal Meeting 4) Discuss agenda for the rest of the week	
3.0 Notes from Meeting	
1) Created questions about the proposal report to be brought up in the Formal Meeting 2) Clarified the budget 3) Members the Updated Weekly Tracking Guide to monitor what everyone's working on 4) Updated what people have been working on 5) Discussed defect detection using visual and thermal methods 6) Reviewed Gantt Chart to discuss the next steps 7) Reply to Chad's email and send him the draft for the proposal report, the updated meeting minutes from last week and send the Gantt chart	