Weekly report

EE 491 DEC1503

February 2, 2015

Modular Audio Mixer

Advisor: Josh Bertram

Client: Jay Becker

Clayton Hawken: Team Leader

Debbie Baeder: Team Communication Leader

Chad Stobbie: Team Concept Holder

Brian West: Team Webmaster

## Weekly Summary

We have been trying to set up meeting times through email with our client and advisor. We still have not had our first client/team meeting, nor our advisor/team meeting. On Friday, January 30th, a few scheduling issues were sorted out, and we set up a reoccurring client/team meeting time and a meeting with our advisor for next week.

## Meeting Notes

* **Duration:** 45 mins  **Members Present:** Clay, Debbie, Brian, Chad
* **Purpose and Goals:** To call the client, and clear up concepts. The project description does not have specific details on the deliverables, so we planned on asking Jay Becker to define what he wanted to have us accomplish.
* **Achievements:** 
  + The meeting was confirmed too late, and Jay Becker had a busy Friday already planned. We have postponed the Concept Meeting until Monday, February 2nd, at 1:00 pm. However, we emailed Josh Bertram, and discussed a place and time to meet with him. We scheduled an advisor/team meeting to take place next Thursday, February 5th, at 7:00 pm, at the Stomping Grounds.
  + The rest of the meeting included brainstorming a reoccurring meeting place to phone call Jay Becker, what our perceptions are of the project, what potential components we may be using, and what software skills we have.
    - We thought of Coover Hall, Parks Library, and Durham Hall. Debbie is going to see if she cannot reserve a room in Coover for the Concept Meeting, otherwise we plan to meet in the Senior Design Lab.
    - The team discussed how we view the prototype, and what the interface may utilize. Clay mentioned an LCD screen defining the channels, Chad wants to have sliders and knobs for each channel, and Brian and Debbie agreed on using LED for indication or visual displays.
    - For the Main Control Box, we brainstormed the difference between Raspberry Pi and the Arduino. We did not come to a conclusion other than the fact that we do not know what Jay Becker wants yet.
    - The team seems to have a diverse set of skills in programming and soldering. Some of the languages mentioned were: C, Java, Visual Basic, Matlab, Python, C++. Debbie potentially wants to use a Music Technology program that allow the user to utilize a graphical user interface for interaction with digital audio information, like ProTools and MAX..

## Pending Issues

* The team is still unsure what the concept design entails, and are anticipating answers during the next week’s client/team meeting.

## Plans for Next Week

Clay: Email Jay Becker on Sunday, February 1st, to confirm the meeting time, and whether we will use Hangouts or a phone call. Remind Josh Bertram sometime about the meeting on Thursday, February 5th. Add to the agenda for each meeting.

Debbie: Write up the weekly report. Set up a Google Doc that has an agenda of questions and goals for each meeting.

Brian: Add to the agenda for each meeting.

Chad: Add to the agenda for each meeting.

## Individual Contributions

Clay: Cleared up the email confusion, and contacted the client for a reoccurring meeting and a concept meeting.

Debbie: Reported the first weekly accomplishments.

Brian: N/A

Chad: N/A

# Total hours for the project: 7.5

|  |  |  |
| --- | --- | --- |
| Name | Main Project | Hours |
| Clay | Contact client | 2.5 |
| Debbie | Write report. Schedule meetings. | 3 |
| Brian | Choose a meeting time. | 2 |
| Chad | Choose a meeting time. | 2 |