EE491 Weekly Report 3 2/8/2016

**Group Number:** DEC1604

**Project Title:** Honeywell FM&T

**Client & Advisor:** Honeywell / ???

**Team Members/Role:**

Katherine Gresback – Team Leader

David Orona – Weekly Report Compiler

Jonathan Yeoh

Eric Riedl - Webmaster

**Weekly Summary:**

* Honeywell and our group will be having a meeting Feb 12th from 1-2pm via Skype/Conference Call
* Umesh Vaidya is **possibly** going to be our advisor for the project. He is going to attend the conference call on Friday. From there, he will decide if he is knowledgeable and available enough for the purposes of this topic.
* The team formed project plan to the best of our ability considering we have not met with client yet.

**Past Week Accomplishments:**

* Katherine – Talked with professor Vaidya to be our advisor, wrote weekly report, formed project plan, set up meeting with Honeywell
* David - Compiled a few questions in preparation for the Honeywell meeting on Friday. This will be an important task to continue throughout the week, as the meeting will hopefully alleviate most concerns over exact objectives and allow a proper “kickoff” to the project. Research, after all, can only progress so far without proper guidance.
* Jonathan - Complete the project plan assignment together with the group; at the same time, discussed our project topic together. Since we haven’t meet with the Honeywell client yet, we made a few assumption up ahead and do some research based on them. Successfully setup the group mailing list (dec1604@iastate.edu).
* Eric - Researched information regarding design of the group webpage and aided in the project plan assignment this weekend with the rest of the group.

**Pending Issues:**

* After Friday we may still need an adviser depending on what professor Vaidya decides
* It is vital to construct an extremely detailed and specific list of questions for Honeywell throughout the week. In doing so, we lessen the chance of not receiving the maximum utility out of the meeting and thus steer off the chance of still having no sense of direction.

**Individual Contributions:**

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| --- | --- | --- | --- |
| **Name** | **Individual Contributions** | **Hours this week** | **Hours Cumulative** |
| Katherine Gresback | * Weekly Report * Set up 1st Client Meeting via Skype/Conference Call * Working on finding adviser * project plan | 3 | 3 |
| David Orona | * Weekly Report * Project Plan Meeting | 2 | 5 |
| Jonathan Yeoh | * Weekly Report * Project Plan Meeting * Setting up the group mailing list via ASW | 2 | 7 |
| Eric Riedl | * Weekly Report * Research for Web Page Design * Project Plan Meeting | 2 | 9 |