

Date: 01-25-14

Group Number and Name	Dec14-12
Client/Advisor	Bong Wie
Attendees/Role	Sean Nichols/Leader, Chi Hoe How/Communication, Yishu Mei/Webmaster, Meng Lu/ Advisor

Past week accomplishments

- Met with Client on Friday, Jan 24th. Everyone attended the meeting
- Met with Advisor on Saturday Jan 25th to assess our situation with the project. All attended.
- Assigned group roles on Tuesday Jan 21st

Plan for coming week

- Put together short presentation about infrared imaging to educate our client how the sensors work. All group members will research different topics and the presentation will take place on Friday Jan 31st
- Put together project plan after our meeting with the client. It will be done Saturday, February 1st. All group members will participate
- Formulate a clear goal for our project. Will be done on Friday or Saturday, all group members will participate.

Pending Issues

- Lack of information of project until our next meeting on Friday.
- Must talk with client about allocated funds

Individual Contributions

- All individuals contributed toward planning our meetings with the client as well as our advisor.

Individual Hourly Contributions

<u>NAME</u>	<u>Hours this week</u>	<u>HOURS Cumulative</u>
Sean Nichols	5	5
Chi Hoe How	2.5	2.5
Yishu Mei	3	3

Comments and extended discussions:

It was only the first week, and we didn't get a clear idea of what our project was exactly after our first meeting with the client. We hope that in our next meeting we will be able to educate our client on the difference between an IR sensor and an IR imager. We will also be meeting with his research students in the next meeting. We hope that this will help both parties understand what needs to be done and give us an idea of what our final product will be.