

**Group number: May1714**

**Project title: Smart Electric Wheelchair**

**Client &/Advisor: Charles Forey**

**Team Members/Role:**

**Xiayang Sun, Chenliang Xu, Ming Wu, Xin Ying, Sam Jones, Lyle Bishop**

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○ **Weekly Summary (Short summary about what you did this week)**

All team members had a team meeting on last Sunday. During the meeting, we determined our team leader and also defined other roles in the team. We also discussed the meeting time for our weekly team meeting.

○ **Past week accomplishments (please describe as what was done, by whom, when)**

Almost all the team members attended a team meeting on last Sunday. We determined Ming Wu to be team leader, ChenLiang Xu to be team webmaster, Xiayang Sun to be team communication leader, and Xin Ying to be team key concept holder.

○ **Pending issues (if applicable)**

Ming Wu will contact with the client Mr. Charles Forey on Monday (Sep. 13) and set a meeting time with him.

All group members will meet with Mr. Forey and acquaint the specific details and requirements of our project form him.

○ **Individual contributions**

<u>NAME</u>	<u>Individual Contributions</u>	<u>Hours this week</u>	<u>HOURS cumulative</u>
Xiayang Sun	Participated in team meeting	1	1
Chenliang Xu	Participated in team meeting	1	1
Ming Wu	Participated in team meeting	1	1

Xin Ying	Participated in team meeting	1	1
Lyle Bishop	Participated in team meeting	1	1
Sam Jones	Absent because of family issues	0	0

- **Comments and extended discussion**

The weekly team meeting time we have decided is 4-5pm every Tuesday. Since the advisor has not been assigned, we will decide the time of meeting with advisor later depending on advisor's schedule.

- **Plan for coming week (please describe as what, who, when)**

All group members will meet with the client and learn more detailed information about our project. We should be able to start our project from this week.

- **Summary of weekly advisor meeting (if applicable/optional)**

There is no meeting with advisor since the advisor of our team has not been decided yet.