

EE 491 WEEKLY REPORT 2

Date:1/31/2016

Group number: DEC1607

Project title: Remote Monitoring of Industrial Parts Washers to Evaluate Performance at Customer Locations

Client &/Advisor: PMW & T. Daniels

Team Members/Role: Katie Woltkamp: Team leader

Bryan Adams, Neh Batwara: Web Master

Mitch Conrad: Team Communication Leader

Nick Coduto: Key Concept Holder

All members were present in class on Tuesday 1/26

(All the above information should be there in each weekly report)

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

We emailed our advisor last week and he got back to us this week. He has agreed to help and meet with us. We created

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

- ❖ A: Katie emailed our Advisor last week. We received a reply email this week (1/31) and will be meeting with him soon (within the next week or so).
- ❖ B: Katie Set up an online tool that will help us schedule meetings in the future (with our team, clients and advisor).

✓ Pending issues (if applicable)

- ❖ A: No issues at this time

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

- ❖ A: Get our schedules synced up for meetings and project work
- ❖ B: Meet with our Advisor (within the next 2 weeks, pending on conflicts)

- ❖ C: Get a good structured plan of what we need to start doing as a group for the coming weeks. Also get a good amount of knowledge and other important information based on our advisors first meeting and pending client meeting(s)
- ❖ D: Get in contact with our clients
- ❖ E: Once we have gotten in contact with our clients; finish the NDA forms needed

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

Still coordinating our meeting time with our Advisor based on our schedules.