

## EE 491 WEEKLY REPORT 4

Date:2/14/2016

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 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's not been responding to us.

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

- ❖ A: Katie has been trying to get our advisor to email us back.
- ❖ B: Katie has emailed our clients and we are now waiting to hear back to set up a time and day to meet.

### ✓ Pending issues (if applicable)

- ❖ A: our advisor is not emailing us back, we have talked with Mani and it looks like we will be getting a new advisor.

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

- ❖ A: Find a new advisor
- ❖ B: Meet with our client(within the next 2 weeks, pending any 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)

- ❖ E: Once we have gotten in contact with our clients; finish the NDA forms needed

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

We are still trying to find our new advisor.