

EE 491 WEEKLY REPORT 6

Date:2/29/2016

Group number: DEC1607

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

Client &/Advisor: PMW & M.Mina

Team Members/Role: Katie Woltkamp: Team leader

Bryan Adams, Neh Batwara: Web Master

Mitch Conrad: Team Communication Leader

Nick Coduto: Key Concept Holder

we all worked a total of 3 hours each this week since we are still trying to meet with our clients.

everyone showed up to class on Tuesday

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

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

We Are in contact with Mani and are still trying to meet with our clients

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

- ❖ A: 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: waiting on our clients response.

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

- ❖ A: 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)**

If our client doesn't email us back as to what their specifications are or doesn't email us back for a meeting with us we will just email them what we assume they want in terms of specifications and continue on with our new advisor.