

EE 491 WEEKLY REPORT 7

Date: 3/6/2016

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 4 hours each this week since we are still trying to meet with our clients and we have begun our research for solutions.

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. We are going to start our project with assumptions and then email our client to see if we are on the right track (since we are having some trouble scheduling the right time for our client and his team to meet with our team). Since we are going off assumptions we have started our research of potential solutions to our project. We sent out the paper work for the NDA forms.

✓ 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.

- ❖ B: began research for potential solutions based on the information we have now, to help move things along.
- ❖ C: sent out the NDA forms to our client to get those finished.

✓ **Pending issues (if applicable)**

- ❖ A: waiting on our clients response for a meeting since our client wants us to meet with him and his team.

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

- ❖ A: Meet with our client(within the next 2 weeks, pending any conflicts)
- ❖ B: 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)
- ❖ C: finish the NDA forms needed
- ❖ D: finish our research and come up with a solid structure for a solution we can propose.
- ❖ E: Finish our website within the next few weeks

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

If our client doesn't email us back soon 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.