**WEEKLY REPORT**

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| **Group May2014-36** | **Date 9/22/13** |
| **Client/Advisor: LIANG DONG** | |
| **Attendees/Role: Shang, Marshall, Shengbo, Sicong** | |

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| **Past week accomplishments** | | | | | |
| **What** | | | | **Who** | **When** |
| Research of sensor technologies | | | | All | Over Week |
| Draft Project Plan and Formal Description | | | | All | Over Week |
| Met as Team | | | | All | 9/15/13 |
| **Plan for coming week** | | | | | |
| **What** | | | | **Who** | **When** |
| Finalize Project Description | | | | All | Oct 4th |
| Sensor reports for meeting | | | | All | Oct 4th |
| Possible ADC chips | | | | All | Oct 4th |
| Draft Project Plan | | | | All | 9/17/13 |
| **Pending issues** | | | | | |
| **Description** | | **Action** | | | **Target date** |
| Controller specifications | | Get further details from Dr. Dong/Post Doc | | | 9/24/13 |
| Project Plan Updates | | Update draft | | | 10/1/13 |
| Finalize language for description | | Get approval of project goals, scope, etc | | | 10/4/13 |
| **Individual contribution** | | | | | |
| **Name** | **Responsibility** | | | **Planed date** | **Actual date** |
| Marshall | Oxygen sensor research, edit project plan, website layout | | | 9/22/13 | 9/22/13 |
| Shang | Light sensor research, PCB layout research | | | 9/22/13 | 9/22/13 |
| Shengbo | Carbon Dioxide sensor research, testing procedure plans | | | 9/22/13 | 9/22/13 |
| Sicong | Humidity sensor research, testing procedure plans | | | 9/22/13 | 9/22/13 |
| **Individual hourly contribution** | | | | | |
| **Name** | | | **Number of Hours** | | |
| Marshall | | | 4 | | |
| Shang | | | 4 | | |
| Shengbo | | | 3 | | |
| Sicong | | | 4 | | |

**Details:**

**The team was unable to meet with Dr. Dong, due to other obligations. The team met during regular** **meeting time as usual. Rough drafts of project plan and description were prepared, which helped define the tasks and preparations needed.**