

EE 491 WEEKLY REPORT 3

Project title: Positional Tracking with Optical Fiber

Group number: DEC1622
Group email: dec1622@iastate.edu
Client &/Advisor: Honeywell / Dr. Jaeyoun Kim
Date: 8th February 2015

Team Leader: Wei Shen Theh
Team Webmaster: Wing Yi Lwe
Team Communication Leaders: Jia Yu Hong
Key Concept Holder: Aqila-Sarah Zulkifli

Weekly Summary

In Week 3, we shift our focus towards contacting the client, Mr. Bob Dearth from Honeywell FM&T. A simple email of introduction was sent to Mr. Dearth which he replied within 24 hours. The rest of the week was spent corresponding with Mr. Dearth through a series of emails containing questions that the team had drafted out during the previous adviser' meeting. With these additional information, the team is looking forward to start our designing phase as well as to report and further discuss our next steps after meeting our adviser.

Meanwhile in class, Professor Mani Mina gave a lecture about project plan. The team spent the lecture time devising a suitable plan that took into account the team's strength and weakness so as we can have a tentative estimate of our progress throughout the semester. The team also included additional trial and correction periods before the official demonstration time based on our experience with projects that usually require last minute fine tuning as we move the project from a stationary place to the exhibition site.

Finally, the team also received an email regarding the team website is finally up and running. Since the team does not have any software or computer engineers on hand, the team will have to spend some time looking into website designing and good examples of what is considered an excellent project website.

Past week accomplishments

This week, Wei Shen contacted Mr. Bob Dearth from Honeywell FM&T about legal documents and project questions. He has answered our queries on the project and now we have a better picture of what they expect from us. This step is essential as we can further our discussions on design and plan what's necessary in order to physically get this project started. Also, Jiayu created an email list, and was trying to send an email to dec1622@iastate.edu but failed. She was unsure on how to edit the email list's properties, and would contact the IT department next week.

Pending issues

Jiayu will ask the IT department to ensure the email list is working correctly.

Individual contributions

<u>NAME</u>	<u>Individual Contributions</u>	<u>Hours this week</u>	<u>HOURS cumulative</u>
Wei Shen Theh	Corresponding emails with the client to introduce the team as well as requesting additional information for the project	3	6
Wing Yi Lwe	Helped with the weekly report	1	4
Jia Yu Hong	Created mail list, made sure members contributed on the weekly report and submitted the report	1.5	4.5
Aqila-Sarah Zulkifli	Reminded everyone about the meeting with advisor and helped with the weekly report	1	4

Plan for coming week

Our plan for this coming week is we will be having a meeting with Dr. Kim on Friday to discuss more about our project. We had already received the feedback from our client, Honeywell FM&T regarding our questions and more details about the project and we will discuss that with Dr. Kim on our meeting day. Honeywell will be also contacting Dr. Kim directly regarding the non-disclosure agreement (NDA). Lastly, since the details about the project website had been uploaded on the blackboard, we will start working on that too.