1. Introductions
2. Stakeholders - Should email a list of questions to Karen before so she can think about them
   1. Students who will be using it
      1. What are their current limitations, what’s holding them back
         1. What are their different ranges of motion and abilities
      2. What sort of medium do they want to use? Paint, pen/paper,
      3. Would the change is color need to be robotic as well or would there be a separate caregiver to change the tool?
         1. Would change in mediums in the same drawing be expected?
      4. How detailed/accurate should the art be?
      5. What types of physical interface?
         1. Eye gaze, keyboard, tablet
         2. Previous knowledge of eye gaze - sensitive, expensive, neat, not a constraint in this time
      6. What special features?
         1. Attributes that make the job easier, such as compass
      7. How should the interface the device for use with wheelchair/seated students for best usage/viewing?
      8. How long would the device be used at a time?
      9. Would the tool in the x-y plotter need to be manually changed out? How often would it expect to be changed?
      10. Should it only work indoors or outdoors to paint a waterfall
          1. duration/battery life/
      11. How do they want to see the progress
          1. Real time drawing or through a camera
   2. Art Teachers
      1. Are there any recommendations for standard x-y plotters?
         1. Standard for communications with the device?
      2. What would the integration into a class look like?
         1. Would there be a separate drawing assistant to help with the device?
      3. Are there any current devices or programs for inclusivity
   3. Caregivers/Parents setting up the device
      1. What tools would they have to set up/take down the device?
      2. Volume, dimensions, weight?
      3. Would the device need to be taken down frequently, for example after each class?
   4. Customer
      1. How many devices do they want?
   5. Company/Sponsor
      1. Sponsor - Dr. Dan Phillips
   6. Ask Basic Questions in the beginning
      1. What is the function of the device - create art?
         1. What type of art
3. MSD
   1. It’s the journey :)
   2. Each person will have two jobs - engineer and another team job (purchasing agent, team lead, schedule coordinator, facilitator, communication)
   3. Schedule, bill of materials, customer requirements (what they want into what they need), engineering requirements (specifications that are derived from the customer requirements)
   4. We meet 6 hours a week and then should put in 6 hours
      1. Might need to add or subtract scope
      2. End of the first semester - “completed” design that meets the requirements
         1. Will continue design up until the end of the second semester
   5. **Put everything on Confluence!**
   6. Tool kits to sign out
   7. Purchasing system
   8. Look at P20068 Robotic Drum kit for benchmarking
   9. **Read the Friday emails from Dr. DeBartolo**
   10. Grade is individual contributions and design and such. Rubrics are all under getting started
   11. Lab safety required
   12. PEER Reviews - don’t need to put personal reviews on confluence
4. The client would like a limited use license agreement. They can use the product (w/o paying) but we keep the IP
   1. Client is Karen Knight
      1. We’d like to talk to her this week, we want to meet with her for the design review and work around this schedule
      2. She’ll probably be remote so they can happen on Monday/ We
5. Plan to meet with Karen
   1. Ask her availability
   2. We’ll probably need an hour and a half
   3. Refined list of question to email Karen: <https://docs.google.com/document/d/1H-llv8vtIJE1U3TyOp6-aPerKFsnBLpwWBMLG0OChD8/edit>