

**To:** Prof. Schafer  
**From:** Mix Masters  
**Date:** Sunday, February 01, 2015  
**Subject:** Agenda for Status Meeting on February 02, 2015

1. Review trip to ADEC
2. Review opening the mixer
3. Individuals report on subsystem specifications and parts
  - Karina: Microcontroller and Interface
  - Justin: Communications
  - Matt: Speed/Motor Control
  - Arnaud: Power
4. Questions about buying parts and reimbursement
  - Should we buy parts ourselves or should we use the form?
  - What is the process for reimbursement?

**Action Items:**

- Begin work on relevant subsystems
  - Karina
    - 2/6: Buy buttons/LEDs
    - 2/13: program for lights on and off
  - Justin:
    - 2/6: Buy IR devices
    - 2/13: Program a send and receive (need second PIC kit)
  - Matt:
    - By 2/6: Learn how to use the motor
    - By 2/13: Get two speeds working
  - Arnaud:
    - By 2/6: Look into transformerless power supply
    - By 2/13: Order all parts, design power circuit for mixer, and estimate battery life