

Kickoff Meeting Report

Prepare an agenda for the meeting, including the following items:

- Review our Design
- Next steps in our design
 - Designing PCB using KiCad
 - Finishing testing tools
- Understand project goals and what needs to be finished before semester finishes
 - Submitting to e-fabless is the main goal that needs to be done
- Schedule weekly Meeting times with Dr. Duwe
 - Fridays at noon when necessary
- Ensure Our teams has a process for completing tasks
 - Github issues
- Q&A session

Conduct the meeting and take detailed notes on the discussion and any decisions made

- We will hold meetings at a different frequency. Last semester our meeting frequency was 1.65 μ Hz. This semester we will do 826nHz for the meeting frequency. (weekly to biweekly)
- Our meetings will be on Fridays at noon.

Prepare a summary of the meeting, including the following items:

- Title: Digital ASIC-SDMAY24-21
- All members of our team were present
- Overall we made decent progress last semester. We need to finish our design including the following. The name after each is who is assigned to each task.
 - Python Testing-Jonathan
 - Memory Controller-Haris
 - PCB-Yu Wei
 - SPI Testing-Haris
 - On-chip memory-Samuel
- List of any actions to be taken
 - Each member should work on their task(s)