**This document records meeting notes for the PV Characterization project.**
**Go to project page.**

---

# How to conduct a meeting

**Meetings are live on Google Hangout.**

**Procedure:**
Announce the meeting intention on the project Forum and the SENSORICA mailing list.
Arrange for a date and time.

**From Tammy:**

- **Begin the piece with an intro that describes the content and frames the collaborative conversation that's about to happen**
- **Get each participant to introduce themselves, with a relevant question that informs the group and future watchers (setting context) and ending on what they would like to get out of the conversation. This sharpens the intention, and gets the group on the same page, as well as informing the viewer and setting up the expectation for the hangout**
- **Be sensitive to using language that is 'insider', and be sure to explain any acronyms you use**
- **It's great to have someone who is not 'in the know' in the conversation, so they can ask questions that a viewer might so we can have a greater chance of creating a broader understanding**
- **Wrap with a recap if needed, invite commitments and next steps, and express appreciation to all.**

---

# List of meetings



# Milestone 1 meeting

See meeting video recording

**Purpose**
Make the project and its associated processes transparent to everyone else.

**In attendance**: Tammy, Steve, Tibi, Daniel, Bruce, Abran

**1. Outreach**

- people could not understand the model.
- diluting the grant too much
- one-on-one communication vs one-to-many communication

Technical people can also do outreach.

**2. Orientation**
Built a presentation for with 3 slides, and a one pager.
Advertise skills needed front and center to attract participants

**3. Facilitation**
Work is divided now. Need one person to cross technical boundaries. Have the feeling that software people and electronics and mechanical are not coordinated.
Design phase need to be better facilitated!!!
Have facilitation as a more prominent role and well rewarded - incentives
Embed a hackpad in the project page.

**4. Planning**
NRP overview .
Where to log. …

**5. Capturing contributions**

**6. Technical**

Mechanical

Electronics

Software

Important to dos

## Mechanics

**Need numbers about precision, accuracy, etc…**
**Need weight and other physical dimensions for the sample - load on the motors.**
**Consider imaging as a feedback mechanism.**

**Put the project into a larger context.  - motivation, purpose.**

**Design a short update process - every second day or so…**

**Go around and get a sense of everyone is doing.**

**Developing a template for introducing projects to SENSORICA that are popular pressed! - help with engagement, outreach, get more understanding of the possibilities SENSORICA represents.**