

# Field Robotics Summer Course - Review meetings

Version 2009-05-27 Kjeld Jensen <kjen@kbn.sdu.dk>

During the summer course each project group will attend a weekly review meeting. The Summer course day plan specifies the exact meeting times.

## Purpose

The purpose of the review meeting is to evaluate the current milestones of the project work as well as to discuss the roadmap ahead.

You as group will direct the meeting according to the information in this howto. How you will do this is up to you. It might be helpful to consider your project group as the supplier of a product and the facilitators presented at the meeting as the customer.

## Process report

Please submit a short (one or two pages) process report including an updated project time plan and other relevant documents no less than 24 hours before the meeting begins. The report should be submitted to the following email address: [frscteam@fieldrobot.dk](mailto:frscteam@fieldrobot.dk)

Process report template

1. Current status of the project
2. Achieved milestones the past week
3. Roadmap for the next week
4. Challenges met (technical, logistics etc.)

If you prefer another template or order of the items, please write it your way. This is just a suggestion.

The content of the process report must be related to your updated time plan which should be attached to the process report.

Meeting agenda

1. Achieved milestones
2. Roadmap ahead
3. Technical challenges
4. Group functioning
5. Questions

Please bring your vehicle, mock-up or a picture of it. Also anything else that can be demonstrated will be appreciated.