

Memos, why and how

Why we use memos

A lot happens every week in each department. To keep everyone aligned, we hold one **General Team Meeting (GTM)** where all departments update each other on progress, blockers, and help they need.

The GTM alone is not enough to keep the team on the same page. Not everyone can attend every week, and because so much is discussed, people forget details by the time they need them. We take detailed minutes at every GTM, but they are long and stored 4 folders deep in the RoboTeam Google drive, which creates enough friction that most people never reopen them.

The memo fixes this. It is a short summary of the important points from the minutes including, decisions, deadlines, and action points sent to every member so the information reaches them instead of waiting in a folder.

The rules

- **Who writes it:** They could theoretically be written by anyone who attended the GTM, but it makes more sense for it to be the **same person who also takes the minutes** as they have all the context and knowledge to decipher what might be written in them. Preferably this would also be a fixed position with the same person doing this job every time.
- **When it goes out:** within **24 hours** of the GTM starting.
- **Where it goes:** posted to the **#memos** topic on ZULIP and sent by work email using "**year@roboteamtwente.nl**" e.g. 2026@roboteamtwente.nl
- **Format:** bullet points grouped under department headings, not paragraphs. Feedback was more favorable to bullets, though this wasn't universal check what your team prefers.
- **Writing:** memos can be written by hand or drafted by an LLM and checked afterwards. Note that minutes often contain jokes and RoboTeam-isms that confuse an LLM, so a human always reviews before it goes out.

What every memo must contain

Each memo has two parts:

1. **Department updates:** one short heading per sub-team/system, a few bullets each.
2. **Action points:** grouped by person, so everyone can find their own tasks in one place. Each action point states the task, and a deadline if applicable.

End with a link to the full minutes for anyone who needs the detail.

Example

“ Memo GTM June 15th

- **Announcements:**

- Office power is still down after a power brick shorted.
- ERC qualification announcement moved to June 28th.
- Reveal Event is in 2 weeks (June 30th).
- Student Team photoshoot is on June 25th (15:00–18:00).
 - Photos will be used for promotional and international media purposes.
- Meeting on Tuesday about rover layout and component placement.
- Anyone wanting hardware on the rover should attend and contact Candela.

- **PR:**

- Several company representatives have confirmed attendance at the Reveal Event
- Current plan is to have two speakers per subteam.
- Preliminary speaker list has been drafted.
- Rehearsals need to start being planned soon.

- **Mechanics:**

- Erik is working on the rover walls.
- Ludwig is working on suspension-related tasks.
- Myrto is assembling the gripper and working on the gearbox.
- Printing materials will be purchased next week.
- Beacon and switch components may be printed if time allows.

- **Electronics:**

- Ethernet cabling has been installed in the rover.
- CubeMars motor drivers arrived and are being soldered.
- Ernesto is working on the power filtering system.
- Steering system hardware is available.
- Nanotec gripper components have still not arrived.
- Camera USB cables may be too short and need review.
- Drive system schematic is available.

- **Control:**

- Control and Embedded systems work together on the laptop.
- Physical testing starts this week.

- **Embedded:**

- Progress has been made on CubeMars integration.
 - Four of seven motors were initially non-functional.

- Discussions with Chinese engineers resolved part of the issue.
 - One motor was recovered after flashing new drivers.
 - Remaining motor issues are still under investigation.
 - Arm movement has been demonstrated successfully.
 - **Education:**
 - Nathalie met with UT contacts regarding education activities.
 - Event planned for next year's recruits.
 - **SSTT:**
 - Communication with SSTT was discussed.
 - **Events:**
 - Ludwig has an mBots event tomorrow.
-

Action Points

Everyone

- Attend the June 25th photoshoot if requested.
- Contact Andrei if you find previous mBot cards.

Candela Cimadevilla Gonzalez

- Organize and lead the rover-layout meeting on Tuesday.
- Discuss steering system implementation with Ernesto.

Myrto Pierrakou

- Work on the battery container design this weekend.
- Purchase printing materials next week.

Zodi Minetti

- Future Factory cleaning duty.

Illia Guzerya

- Office cleaning duty.

Nikolaos (Nick) Diamantopoulos

- Office cleaning duty.
-

Detailed minutes

<https://docs.google.com/document/d/1r2FWdeTxTQQddGWUbM6enzlEhyrRN8CblWs4orOKaxc/edit?tab=t.0#heading=h.gjdgxs>

Revision #3

Created 2026-07-10 13:21:34 UTC by Zodi Minetti

Updated 2026-07-25 16:54:39 UTC by Zodi Minetti