

Team Meeting

January 25th, 2017

2:30pm-4:30pm

Meeting called by: Connor Gonzalez **Type of meeting:** Weekly Minutes
Facilitator: Kayla Goodrich **Note taker:** Anne Marie Holter
Timekeeper: Amy Swartz
Attendees: Entire Team
Please read: NA
Please bring: Gantt Chart

Minutes

Agenda item: Gantt Chart and Project Breakdown **Presenter:** Connor Gonzalez

Discussion:

Our team discussed the need to include smaller and more specific tasks in our Gantt Chart.

Conclusions:

Amy will update Gantt Chart

Breakdown of Cast and Mold Fabrication

- Refining SolidWorks design
- Purchase end mill
- CNC and 3D print molds (2-5 models)
- Cast trials (BAM and Clearflex and 2 part mold)
- Cast again and support structure

Action items	Person responsible	Deadline
✓ Update Gantt Chart	Amy	End of week

Agenda item: Purchase Forms **Presenter:** Grant Bartholme

Discussion:

Our team needs to purchase fluid and end mill for CNC

Conclusions:

Grant will handle budget affairs for fluid

AM will look into purchasing end mill through the Machine Shop or go through Grant for budget processes

Action items	Person responsible	Deadline
✓ Purchase fluid	Grant	End of the week
✓ Purchase end mill	AM	End of next week

Agenda item: Individual Tasks **Presenter:** All

Discussion:

- Amy: Inner core 3D Printed vasculature
- Kayla: Inner core 3D Printed vasculature and outer ClearFlex
- Grant: Optimization and purchase of fluid
- Connor: Setting up DAQ and purchasing parts

- AM: Optimizing BAM recipe and CNC'ing outer mold
- Bill: Optimizing BAM and obtaining pump usage

Conclusions:

Listed Above

Action items	Person responsible	Deadline
✓ 3D print inner core	Kayla and Amy	2 weeks
✓ Order ClearFlex	Kayla	Next week
✓ Optimize and purchase fluid	Grant	Next week
✓ Purchase parts and set up DAQ	Connor	Spring Break
✓ CNC outer mold	AM	2 weeks
✓ Optimize BAM	AM and Bill	2 weeks

Other Information

Observers:

NA

Resources:

BBLearn

Special notes:

Next Meeting: Monday January 30th at 2:30 pm