

MEETING MINUTES

Topic: Weekly Meeting for Team 19

Tuesday, January 24, 2017

5:50 pm – 7:50pm

Minutes recorded by K. Zoe Lucke

Meeting called by Dr. Trevas

Attendees: Fahad Alajmi, Basem Alghamdi, Matthew Palmer, Alex Lawson, and K. Zoe Lucke

Please bring: pen, paper, and laptop

Table 1. Record of meeting.

5:50 pm to 6:20 pm	Talk test bicycle opportunity and individual roles <ul style="list-style-type: none">• Potential test bicycle would need new tires and possibly new tubes<ul style="list-style-type: none">◦ Might need new crank arms since it's an older bicycle• Individual components to be held accountable for:<ul style="list-style-type: none">◦ Tension Spring – Basem◦ Compression (Dampening) Spring – Zoe◦ Fastening – Matt◦ Pedal Holder – Fahad◦ Cranks – Alex	Room 224
6:20 pm to 6:40 pm	Review Deliverables Powerpoint <ul style="list-style-type: none">• Reviewed Slides• Discussed website – alternative designs tab and budget tab<ul style="list-style-type: none">◦ Update budget with crank arm prices• Q: are we already registered for UGRADS since we're in capstone?<ul style="list-style-type: none">◦ Registration: Feb 1 - March 13	Room 224
6:40 pm to 7:00 pm	DOE File <ul style="list-style-type: none">• Reviewed DOE file including power points and examples	Room 224
7:00 pm to 7:15 pm	Tentative DOE plan <ul style="list-style-type: none">• Q: are the testing procedures related to DOE?• Knee angle test• Torque test• Spring length test• Test number of Springs (2 springs vs. 1)	Room 224

Table 1. Record of meeting (cont.).

<p>7:15 pm to 7:50 pm</p>	<p>Plan for upcoming weeks</p> <ul style="list-style-type: none"> • Meet every week after Capstone class • Presentation (1/31) – Slides: <ul style="list-style-type: none"> ○ Project Description – Fahad ○ Updates – Alex ○ Manufacturing – Matt ○ Roles for Semester – Zoe ○ Schedule and Budget - Basem • Work on component of design we're in charge of <ul style="list-style-type: none"> ○ Have proof of progress each week • Proceed with manufacturing via individual roles <ul style="list-style-type: none"> ○ Springs ordered ○ Crank arm machined ○ Etc. • Hardware Review 1 (2/14) <ul style="list-style-type: none"> ○ Springs purchased ○ Fasteners purchased ○ Purchase new cranks? ○ Slots machined in crank arm – prep for assembly • Staff Meeting (2/21) • Midpoint Report due (week of 2/27) <ul style="list-style-type: none"> ○ Assign individual components by 2/14 ○ **Begin assembly • SPRING BREAK • Hardware Review 2 (3/21) <ul style="list-style-type: none"> ○ Assembly completed 	<p>Room 224</p>
----------------------------------	--	-----------------

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Progress on individual components	Everyone	1/31/17	
Slides done and practiced	Everyone	1/31/17	

Next formal meeting: 1/31/17, Engineering Building, after Capstone class.