

MEETING MINUTES

Topic: Team 19 Project Meeting

Tuesday, January 31, 2017

6:50 pm – 7:50 pm

Minutes recorded by K. Zoe Lucke

Meeting called by Dr. Trevas

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

Please bring: Pen, paper, and purchased parts

Table 1. Record of meeting.

6:50 pm to 7:10 pm	Discussion of Project Part: Springs <ul style="list-style-type: none">• Discuss Spring Analysis• Note: at top of stroke – need to be compressed 20-30mm• Need to measure whole slot length• Find F_{req} at bottom of stroke to find k• Determined any extension spring can be used• Need a dampening device	Room 224
7:10 pm to 7:25 pm	Discussion of Project Part: Pedal Holder <ul style="list-style-type: none">• Decide no roller bearings – too complicated• Discuss alternative ways to secure pedal with easy removal<ul style="list-style-type: none">• Use a square geometric shape where it slides in on one side and is secured due to geometry	Room 224
7:25 pm to 7:35 pm	Discussion of Project Part: Fastening and Crank Arms <ul style="list-style-type: none">• Use screws for fastening – potentially supply user with a screw driver that is small and fits well for easy installment• Crank arms need to be finished with slots machined out<ul style="list-style-type: none">• Potentially need to buy new cranks – dependent on test bike	Room 224
7:35 pm to 7:50 pm	Plan for next meeting <ul style="list-style-type: none">• Request money from Dr. Oman• Add W. L. Gore sponsorship to website (Basem)• Work on project components• Order parts• Acquire test bike	Room 224

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
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Get money request forms from Dr. Oman	Alex Lawson	2/7/17	
Add W. L. Gore sponsorship to website	Basem Alghamdi	2/7/17	
Work on different components	Everyone	2/7/17	

Next formal meeting: 2/7/17, room 224, Engineering Building, after capstone class.