

MEETING MINUTES

Topic: First meeting of Spring 2017 for Team 19

Tuesday, January 17, 2017

5:45 pm – 7:00pm

Minutes recorded by K. Zoe Lucke

Meeting called by Dr. Trevas

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

Please bring: Pen, paper, and ordered materials for part

Table 1. Record of meeting.

<p>5:45 pm to 6:15 pm</p>	<p>Assess new parts and discuss further manufacturing</p> <ul style="list-style-type: none"> • Noted that Springs are too small – need to order new springs • 170/175 crank arms • Potential improvements on design: <ul style="list-style-type: none"> o Rubber pad at bottom to prevent wear o Roller bearings for easy sliding 	<p>Room 224</p>
<p>6:15 pm to 6:45 pm</p>	<p>Schedule</p> <ul style="list-style-type: none"> • Class Schedule: <ul style="list-style-type: none"> o Post Mortem (Monday by midnight) – Individual o Hardware Review – need cut out and pieces o **Fahad email client update • Discussed new weekly team meeting time: After class on Tuesdays 	<p>Room 224</p>
<p>6:45 pm to 7:00 pm</p>	<p>Address final proposal feedback and Next week</p> <ul style="list-style-type: none"> • Need to: <ul style="list-style-type: none"> o Finalize assembly before construction o Brainstorm ideas for spring types (non linear) and fastener types – Individual o Have crank arms machined (Alex) o Get taps (Matt) o Acquire a test bike 	<p>Room 224</p>

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Update client via email	Fahad Alajmi	1/24/17	

Have slots in crank arms machined	Alex Lawson	1/24/17	
Get taps (9/16-20)	Matt Palmer	1/24/17	
Brainstorm ideas for spring types and fastener types	Everyone	1/24/17	

Next formal meeting: 1/24/17,Engineering Building, after staff meeting