

MEETING MINUTES

Topic: Team 19 Meeting

Tuesday, February 14, 2017

5:30 pm – 6:30pm

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, proposal for pedal holder

Table 1. Record of meeting.

5:30 pm to 5:45 pm	Discussion of Springs <ul style="list-style-type: none">• Need to be ordered by Zoe• Verify dimensions• Propose longer crank arms due to lost length with spring	Room 224
5:45 pm to 6:00 pm	Discussion of Pedal Holder <ul style="list-style-type: none">• Propose different ideas<ul style="list-style-type: none">• Thomson linear bearing rails (slider) [~\$120]• Slot with grease (slot from pedals)• Decide to try both ideas since budget allows it<ul style="list-style-type: none">• Need to purchase 2 more crank sets (175mm+)	Room 224
6:00 pm to 6:15 pm	Discussion of Registration for UGRADS <ul style="list-style-type: none">• Review requirements for registration• Create a google doc	Room 224
6:15 pm to end	Plan for Week Leading to Hardware Review 1 <ul style="list-style-type: none">• Need all parts ordered:<ul style="list-style-type: none">• Springs (Zoe)• Fasteners (Matt)• Crank set(s) (Alex)• Rubber stop (skateboard bushings?) (Basem)• Thomson linear rails (Fahad)	Room 224

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Purchase springs	Zoe	2/21/17	
Purchase/Assemble fasteners	Matt	2/21/17	
Purchase longer crank sets	Alex	2/21/17	
Purchase rubber stop	Basem	2/21/17	
Purchase Thomson linear rails	Fahad	2/21/17	

Next formal meeting: 2/21/17, room 224, Engineering Building, after Capstone class.