

MEETING MINUTES

Topic: Team 19 Meeting

Tuesday, February 28, 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: laptop, pen, and paper

Table 1. Record of meeting.

5:30 pm to 5:45 pm	Discussion of Presentation (due Tuesday) <ul style="list-style-type: none">• Project Description (Fahad)• Updates (Alex)• Moving Forward<ul style="list-style-type: none">• Manufacturing and responsibilities (Matt)• Plans for testing and contingencies DOE (Zoe)• Schedule and Budget (Basem)	Room 224
5:45 pm to 6:15 pm	Discussion of DOEs <ul style="list-style-type: none">• Knee Angle test<ul style="list-style-type: none">• Pictures and use a protractor at key locations• Two spring stiffness's test• Spring durability test<ul style="list-style-type: none">• Time riding until it breaks	Room 224
6:15 pm to end	Discussion of Report and UGRADS Draft (due Friday) <ul style="list-style-type: none">• Report<ul style="list-style-type: none">• Change to past tense (Matt)• Manufacturing (Basem and Matt)• DOE (Alex)• UGRADS<ul style="list-style-type: none">• Fahad and Zoe	Room 224

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on assigned parts	Everyone	3/7/17	

Next formal meeting: 3/7/17, room 224, Engineering Building, after capstone class.