

MEETING MINUTES

Topic: Team 19 Project Meeting

Tuesday, February 7, 2017

5:30 pm – 6:45pm

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 test bike

Table 1. Record of meeting.

5:30 pm to 5:45 pm	Discussion of Hardware Review 1 <ul style="list-style-type: none">• Need purchase request form from Dr. Oman• Received test bike• Potentially need new crank arms (addendum: use test bike's crank arms)• Order springs• Price parts at bike shops (Basem and Alex)• Need parts ready for purchase	Room 224
5:45 pm to 6:00 pm	Discussion of Springs <ul style="list-style-type: none">• Use a shock instead? (from an RC car)• Need to maximize power	Room 224
6:00 pm to 6:20 pm	Discussion of Mounting/Fastening <ul style="list-style-type: none">• Compression• Washer/nut design idea (Matt)	Room 224
6:20 pm to 6:30 pm	Materials to Order: <ul style="list-style-type: none">• Dampening Material (rubber?)• Custom Fasteners<ul style="list-style-type: none">• Nuts and washers• Springs• Pedal Holder• Taps• Dimension crank set with calipers:<ul style="list-style-type: none">• Check crank set mounting on client's bike	Room 224

6:30 pm to 6:45 pm	Finish Meeting <ul style="list-style-type: none"> • Brainstorm ideas for pedal holder security <ul style="list-style-type: none"> • Need it to be up and down, not left and right • C design? • Bolts? • UGRADS Registration • Everyone email Basem your individual contribution 	Room 224
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Receive purchase request forms	Alex	2/14/17	
Price parts at bike shops	Basem and Alex	2/14/17	
Select springs	Zoe	2/14/17	
Come up with idea for pedal holder security	Everyone	2/14/17	
Email Basem individual contribution	Everyone	2/14/17	

Next formal meeting: 2/14/17, room 224, after capstone class.