

MEETING MINUTES

Topic: Team 19 Meeting

Tuesday, March 28, 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: Design parts and computer

Table 1. Record of meeting.

5:30 pm to 5:45 pm	Evaluation of design progress <ul style="list-style-type: none">• Rail Design<ul style="list-style-type: none">• Need more/new parts	Room 224
5:45 pm to 6:15 pm	Discussion of UGRADS Poster <ul style="list-style-type: none">• Abstract• Testing/Results• Design Process/Final Design<ul style="list-style-type: none">• SolidWorks wit labled parts• 2 different designs, why go with the one• **Start Template	Room 224
6:15 pm to end	Go to Home Depot <ul style="list-style-type: none">• Brainstorm design improvements• Buy new parts	Room 224

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Continue to work on designs and poster	Everyone	4/4/17	

Next formal meeting: 4/4/17, room 224, Engineering Building, after capstone class.