

MEETING MINUTES

Topic: Team 19 Meeting

Tuesday, March 7, 2017

6:50 pm – 5:30pm

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, and delivered parts

Table 1. Record of meeting.

6:50 pm to 7:10 pm	Discussion of Linear Rail and Springs <ul style="list-style-type: none">• Evaluate delivered condition• Note: linear rail is larger than expected<ul style="list-style-type: none">• Discuss alternatives on how to mount the rail to the crank arm	Room 224
7:10 pm to 7:20 pm	Discussion of further manufacturing <ul style="list-style-type: none">• To be done over spring break<ul style="list-style-type: none">• Lead by: Matt and Alex• Machine crank arms• Mount linear rail• Attach springs	Room 224
7:20 pm to 7:30 pm	Discussion of UGRADS registration <ul style="list-style-type: none">• Due Monday, March 13• Comments by Trevas online• Lead by: Zoe, with help from: Fahad	Room 224

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Manufacturing	Matt and Alex (and whoever else is available)	3/20/17	
UGRADS registration	Zoe and Fahad	3/11/17	

Next formal meeting: 3/21/17, room 224, Engineering Building, after capstone class