

MEETING MINUTES

Topic: Progression Update, Future Deliverables, Progress Presentation Planning

Wednesday, January 25, 2017 in EGR Capstone Room

5:15 pm – 6:00 pm

Minutes recorded by: David Rankin

Meeting called by: Ali Alkhaiyat

Attendees: David Rankin, Ali Alkhaiyat, Yongseok (Kevin) Park, Juan Carlos Shields

Table 1. Record of Meeting

5:15 pm to 5:45 pm	Progression Update <ul style="list-style-type: none">• Discussion led by Ali. Carlos updated the team with latest version of the electric circuit puzzle on SolidWorks. Carlos still needs to find a way to implement lights, sounds, displays, etc. for the puzzle. Ali showed his current idea for safety mechanism. David and Kevin showed updated BOM.• Kevin signed up for a machine shop safety training which he will complete on Saturday, January 28 at noon. Carlos still needs to sign up for the training.• Team agreed to be available from 7am-9am for meetings with the client.• The bearings that install in the middle of the gearbox have been delayed but David provided an idea of how to still build and test the gears in the meantime.
5:45 am to 5:50 pm	Progress Presentation <ul style="list-style-type: none">• Discussion led by David. The team decided to meet on Sunday (exact time TBD) to create and practice the progress presentation.
5:50 am to 6:00 pm	Deliverables <ul style="list-style-type: none">• Discussion led by Kevin. Carlos will have a design for the puzzle ready to implement by the presentation.• The team decided to meet at 9am on Friday, January 27 to purchase materials for manufacturing the following Saturday.• The team will meet at 9am on Saturday, January 28 at the machine shop to begin manufacturing. The teammates that have not completed the safety training by then will adjust the SolidWorks files.