

MEETING MINUTES

Topic: Gearbox Assembly (Wood Bridge), Circuit Puzzle Installation, Full Assembly

Saturday, February 11, 2017 at NAU ME Fabrication Shop

10:00am – 1:00pm

Minutes recorded by: Ali Alkhaiyat, Yongseok (Kevin) Park, Carlos Shields

Meeting called by: Ali Alkhaiyat

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

Table 1. Record of Meeting

Team Member(s)	Task Completed
Kevin and Ali	<p>Gearbox Assembly (Wood Bridge)</p> <ul style="list-style-type: none"> • <u>10:00am – 11:30pm:</u> • Kevin started working on sanding the wood bridge. He tried to decrease the length to make sure the full Gearbox will close without any gap. Then, he assembled the Gearbox. Ali and Kevin drilled two holes for the front gearbox frame to add two screws for the inside wood bridge. Kevin tested the two interior gears and he tried to mesh them before he put the front wood frame.
Carlos and Ali	<p>Circuit Puzzle Installation</p> <ul style="list-style-type: none"> • <u>11:30pm – 12:30pm:</u> <p>Carlos and Ali cut five wires for the circuit puzzle. Carlos put the wires inside the holes to make the distance between two each holes next to each other's. He mentioned that the wire would be easy to put and remove between two holes next to each other's. Carlos advised to flip the bottom plate of the circuit puzzle because it is not clean and it had sharp points. The other side of the circuit puzzle is clean. Therefore, Ali reassembled the circuit puzzle and flipped the bottom plate. Next meeting, Carlos is going to glue the wires and sand the sharp edges on the circuit puzzle.</p>
Ali and Kevin	<p>Full Assembly</p> <ul style="list-style-type: none"> • <u>12:30pm – 1:00pm:</u> <p>Ali and Kevin started working on the full assembly. Kevin opened the SolidWork file to print all holes of the 2' × 2' bottom plate. Ali drilled the holes of the bottom plate. Next meeting we are going to put the completed circuit puzzle, gearbox on the 2' × 2' bottom plate and assemble them.</p>