

MEETING MINUTES

Topic: Sanding, Painting, Circuit Puzzle, Second Station (Manufacture Shafts) Frist Station (Full Assembly)

Saturday, February 25, 2017 at NAU ME Fabrication Shop
10:00am – 6:00pm

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

Meeting called by: Ali Alkhaiyat

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

Table 1. Record of Meeting

| Team Member(s) | Task Completed |
|----------------|---|
| David and Ali | Sanding <ul style="list-style-type: none"> • <u>10:00am – 11:00am:</u> <ul style="list-style-type: none"> ○ David brought the electric sander from the machine shop. Then, Ali started sanding all the wood parts that have sharp edges. He used the electric sander to sand the front, rear, right left of the all wood parts. Also, He did sand the angles of the wood parts. |
| David and Ali | Painting <ul style="list-style-type: none"> • <u>11:00am – 11:30am:</u> <ul style="list-style-type: none"> ○ David and Ali started painting the first station by using stain and seal. Ali and David have divided the first station into two part. The first part is the gear box. The second parts are bottom plates of the safety mechanism, gear box, circuit puzzle. David and Ali used two different colors for painting the two parts. |
| Kevin and Ali | Horizontal Band Saw <ul style="list-style-type: none"> • <u>11:30am – 12:00pm:</u> <ul style="list-style-type: none"> ○ Ali asked David about the length of the aluminum shaft that he wanted to start using it for the lathe. David told Ali to cut 10’’ long for the lathe to do the shaft. Kevin used the horizontal band saw to cut a square part for the safety mechanism. He used scrap metal from the machine shop to cut a square part for the safety mechanism |
| David | Second Station (Manufacture Shafts) <ul style="list-style-type: none"> • <u>12:00pm – 3:00pm:</u> <ul style="list-style-type: none"> ○ David started working on lathe. He started doing the three shafts for the second station. |

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| Carlos | Circuit Puzzle <ul style="list-style-type: none">• <u>3:00pm – 4:00pm:</u><ul style="list-style-type: none">○ Carlos started working on the circuit puzzle to complete it. He focused on the connecting the wires of the generator to the circuit puzzle. Then, he worked on the race track. He wanted to make sure that the electricity came from the generator to the race track will not break the race track. |
| Kevin Ali Carlos and David | Frist Station (Full Assembly) <ul style="list-style-type: none">• <u>4:00pm – 6:00pm:</u><ul style="list-style-type: none">○ Kevin, Ali, Carlos and David started working on the full assembly for the first station after the painting. |