

# MEETING MINUTES

**Topic: Third and Fourth station installation (Manufacture Shafts, Cut Wooden Parts, Install Circuit Puzzle and Assemble)**

Saturday, April 1, 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

<b>Team Member(s)</b>	<b>Task Completed</b>
<b>David</b>	<b>Manufacture Shafts</b> <ul style="list-style-type: none"><li>• <b><u>10:00am – 3:00pm:</u></b><ul style="list-style-type: none"><li>○ David continued working on manufacturing the shafts for third and fourth station using Lathe</li><li>○ David continued working on milling the shafts for the keys</li></ul></li></ul>
<b>Ali</b>	<b>Cut Wooden Parts</b> <ul style="list-style-type: none"><li>• <b><u>11:00am – 1:00pm:</u></b><ul style="list-style-type: none"><li>○ Ali used the saw the cut all wooden parts for third and fourth station</li></ul></li><li>• <b><u>1:00pm - 2:30pm</u></b><ul style="list-style-type: none"><li>○ Ali used the electrical sander to sand all wooden parts</li></ul></li></ul>
<b>Carlos</b>	<b>Circuit Puzzle</b> <ul style="list-style-type: none"><li>○ <b><u>12:00pm – 3:00pm:</u></b></li><li>○ Carlos started to make the last two circuits puzzle</li></ul>
<b>Kevin</b>	<b>Full Assembly</b> <ul style="list-style-type: none"><li>• <b><u>3:00pm – 6:00pm:</u></b><ul style="list-style-type: none"><li>○ Kevin started to assemble the last two stations</li></ul></li></ul>