

# MEETING MINUTES

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

Saturday, April 9, 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>	<ul style="list-style-type: none"><li>• <b>Sticker</b><ul style="list-style-type: none"><li>○ <b>Attach logos to gearbox</b></li><li>○ <b>Put instruction on bottom plate</b></li></ul></li><li>• <b>Solidworks updating</b><ul style="list-style-type: none"><li>○ <b>Changing holes' diameter on interior gears</b></li></ul></li></ul>
<b>Ali</b>	<ul style="list-style-type: none"><li>• <b>Cut Wooden Parts</b><ul style="list-style-type: none"><li>○ <b>Cut edge of gearbox to meet each other well</b></li><li>○ <b>Cut side wood of cover with 2.5 inches</b></li></ul></li><li>• <b>Assemble stations</b><ul style="list-style-type: none"><li>○ <b>Tie up every bolts and nuts</b></li></ul></li></ul>
<b>Carlos</b>	<ul style="list-style-type: none"><li>• <b>Circuit Puzzle</b><ul style="list-style-type: none"><li>○ <b>Connect all wires on circuit</b></li><li>○ <b>Put a breaker on the puzzle</b></li><li>○ <b>Add resistor on the wire</b></li><li>○ <b>Draw puzzle lines</b></li></ul></li></ul>
<b>Kevin</b>	<ul style="list-style-type: none"><li>• <b>Full Assembly</b><ul style="list-style-type: none"><li>○ <b>Put all plastic cover on gearbox and generator</b></li><li>○ <b>Put the generator on the bottom plate with cover</b></li></ul></li></ul>