

MEETING MINUTES

Topic: Staff Meeting

Date: Thursday, June 17, 2019

Time: 6:00pm - 6:30pm

Location: Engineering Building Rm. 321

Minutes recorded by Nestor Rodriguez

Meeting called by Dr. Trevas

Attendees: All group members

Table 1. Record of meeting.

6:00 pm to 6:20 pm	Item 1 <ul style="list-style-type: none">• Discuss alternatives to hydraulic system due to exuberant cost<ul style="list-style-type: none">○ Try to lower price of hydraulics<ul style="list-style-type: none">▪ Elimination of one control valve possible▪ Look at smaller motor○ Use electric hydraulic jack instead<ul style="list-style-type: none">▪ \$170-\$235 per jack▪ Need to find a way to cease jack stroke when target force is reached<ul style="list-style-type: none">• Connecting a load cell to a switch could do the job• Discuss what can be built<ul style="list-style-type: none">○ Frame is ready for construction	EGR Building Rm. 321
6:20 pm to 6:30 pm	Item 2 <ul style="list-style-type: none">• Delegate tasks to team members	EGR Building Rm. 321

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Improve hydraulic system	Nestor	1/29/2019	1/28/2019
Figure out which machine bearings to use	Blake	1/29/2019	1/28/2019
Figure out how to integrate load cell into electric jack	Jeff	1/29/2019	1/28/2019

Order raw material for frame, begin construction	A.J.	1/29/2019	1/28/2019
Help construct frame pieces/Select electric jack	Barek	1/29/2019	1/28/2019

Next formal meeting: 1/22/19, Web Meeting, at 4:00pm.
Next member responsible for meeting minutes: Nestor