

MEETING MINUTES

Topic: Staff Meeting

Date: Thursday, June 29, 2019

Time: 4:00pm - 4:30pm

Location: Web Meeting

Minutes recorded by Nestor Rodriguez

Meeting called by Haley Flenner

Attendees: All group members

Table 1. Record of meeting.

<p>4:00 pm to 4:20pm</p>	<p>Item 1</p> <ul style="list-style-type: none"> ● Run down of what we're doing <ul style="list-style-type: none"> ○ Everyone's job ○ We're confident with the frame ○ Need to ensure structural points around the are strong enough 	<p>Web Meeting</p>
<p>4:30pm to 4:pm</p>	<p>Item 2</p> <ul style="list-style-type: none"> ● Direction questions <ul style="list-style-type: none"> ○ How to measure torque <ul style="list-style-type: none"> ■ Rotary actuator might be too expensive ■ Linear actuator and linkage preferred ○ How accurate torque to be measured to <ul style="list-style-type: none"> ■ Resolution: Unknown ■ Brent will get back to us on information regarding torque measurements, torque application, and resolution, his Math CAD broke ● Bearings <ul style="list-style-type: none"> ○ They will give us the test bearings we need ● What would they want on the presentation <ul style="list-style-type: none"> ○ We'll go through it with Haley later ○ Need a free body diagram showing how all loads will react 	<p>Web meeting</p>

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
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Improve hydraulic system	Nestor	2/7/2019	2/6/2019
Figure out which machine bearings to use	Blake	2/7/2019	2/6/2019
Figure out how to integrate load cell into electric jack	Jeff	2/7/2019	2/6/2019
Order raw material for frame, begin construction	A.J.	2/7/2019	2/6/2019
Help construct frame pieces/Select electric jack	Barek	2/7/2019	2/6/2019
Create power point, make FBD	All	TBD	TBD

**Next formal meeting: 2/7/19, Staff Meeting, at 5:15pm.
Next member responsible for meeting minutes: Nestor**