

# MEETING MINUTES

## Topic: Staff Meeting

Date: Thursday, June 31, 2019

Time: 6:15pm - 6:30pm

Location: Egr. rm. 321

Minutes recorded by Nestor Rodriguez

Meeting called by Haley Flenner

Attendees: All group members

Table 1. Record of meeting.

<b>6:15 pm to 6:20pm</b>	<b>Item 1</b> <ul style="list-style-type: none"><li>● Bearings<ul style="list-style-type: none"><li>○ Contact following manufacturers<ul style="list-style-type: none"><li>■ SKF</li></ul></li></ul></li><li>● Hydraulics<ul style="list-style-type: none"><li>○ Abandoning professional hydraulics in favor of electric jacks</li></ul></li><li>● Frame<ul style="list-style-type: none"><li>○ Redesigning frame for ease of manufacturing and weight reduction</li></ul></li><li>● Force measurements<ul style="list-style-type: none"><li>○ Perpendicular strain gauges<ul style="list-style-type: none"><li>■ Vishay micro measurements</li></ul></li></ul></li></ul>	Egr. Rm. 321
<b>6:20pm to 6:30pm</b>	<b>Item 2</b> <ul style="list-style-type: none"><li>● Discuss team tasks</li></ul>	Egr. Rm. 321

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Re-do Solidworks to incorporate frame, structural elements, and electro-hydraulic jacks	Nestor	2/7/2019	2/6/2019
Continue researching bearings and do presentation outline	Blake	2/7/2019	2/6/2019
Continue researching strain gauges, update website, and help others	Jeff	2/7/2019	2/6/2019

Redesign frame, make FBD	A.J.	2/7/2019	2/6/2019
Do FBD, work w/ A.J. for material determination, and take welding training	Barek	2/7/2019	2/6/2019

**Next formal meeting: 2/6/19, meeting room, at 10:30pm.**  
**Next member responsible for meeting minutes: Nestor**