

# MEETING MINUTES

## Topic: EGR 486C Team Meeting

Date: Wednesday, October 17, 2018

Time: 5:30 pm - 6:30 pm

Location: Engineering Building

Minutes recorded by Nestor Rodriguez

Meeting called by group members

Attendees: All group members

Table 1. Record of meeting.

<b>5:30 pm to 5:40 pm</b>	<b>Item 1</b> <ul style="list-style-type: none"><li>● Power Point<ul style="list-style-type: none"><li>○ Jeff will do the project description</li><li>○ Barek will speak about the decision matrix</li><li>○ AJ does the budget slide</li><li>○ Nestor will present the design considerations</li><li>○ Blake will present the schedule</li></ul></li></ul>	EGR Building
<b>5:40 pm to 6:30 pm</b>	<b>Item 2</b> <ul style="list-style-type: none"><li>● Need a more in depth design of chosen concept<ul style="list-style-type: none"><li>○ How to apply thrust load discussed, solution found</li><li>○ Chuck vs. threaded step shaft discussed<ul style="list-style-type: none"><li>■ Threaded step shaft selected</li></ul></li><li>○ bearing retainer design discussed</li></ul></li><li>● Project budget discussed<ul style="list-style-type: none"><li>○ Cost of steel stock found</li><li>○ Cost of load bearings found</li><li>○ Cost of load cells found</li><li>○ Cost of strain gauges found</li><li>○ Cost of chuck vs. threaded step shaft found and discussed</li><li>○ Cost of all materials estimated at around \$1,300</li></ul></li></ul>	EGR Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
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Calculate forces acting upon frame, recommend material/design	Aj	11/9/18	11/8/18
Calculate forces acting upon shaft, recommend best material	Barek	11/9/18	11/8/18
Research strain gauges, find an acceptable kit	Jeff	11/9/18	11/8/18
Research belts and pulleys, recommend best combination	Nestor	11/9/18	11/8/18
Black box	AJ	10/22/18	10/21/18
Problem breakdown	AJ and Barek	10/22/18	10/21/18
Power Point	All	10/22/18	10/21/18

**Next formal meeting: 10/24/18, Engineering Building, at 5:20pm.  
Next member responsible for\_meeting minutes: Nestor**