

MEETING MINUTES

Topic: EGR 486C Team Meeting

Date: Wednesday, October 24, 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.

5:30 pm to 5:50 pm	Item 1 <ul style="list-style-type: none">• Report<ul style="list-style-type: none">○ Discuss who does what for the report<ul style="list-style-type: none">· Everybody wants chip away at random sections independently○ Research must be conducted for subsystems	EGR Building
5:50 pm to 6:30 pm	Item 2 <ul style="list-style-type: none">• Work on report	EGR Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
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
Preliminary Report	All	10/26/18	11/25/18

Next formal meeting: 10/26/18, online with Link app, at 2:30pm.

Next member responsible for meeting minutes: Barek