

MEETING MINUTES

Topic: EGR 486C Team Meeting

Date: Monday, November 14, 2018

Time: 5:15 pm - 5:50 pm

Location: Engineering Building

Minutes recorded by Nestor Rodriguez

Meeting called by all group members

Attendees: All group members

Table 1. Record of meeting.

5:15 pm to 5:20pm	Item 1 <ul style="list-style-type: none">● Delegate CAD work<ul style="list-style-type: none">○ Nestor: Hydraulics Package○ Barek: Shafts and Bearings○ Jeff: Strain gauge mounting points○ AJ: Frame○ Utilize the following website<ul style="list-style-type: none">▪ https://www.mcmaster.com/	EGR Building
5:20 pm to 5:30pm	Item 2 <ul style="list-style-type: none">● Discuss team deadlines<ul style="list-style-type: none">○ Have CAD package done by next Tuesday○ Complete Powerpoint presentation over thanksgiving weekend○ Complete report on Thursday and Friday of week after Thanksgiving○ All members revise technical analysis and send to Honeywell by Friday of this week	EGR Building
5:30pm to 5:50pm	Item 3 <ul style="list-style-type: none">● Revise/discuss design<ul style="list-style-type: none">○ Hydraulics<ul style="list-style-type: none">■ Utilize two rams to equally place load on either side of shaft○ Frame<ul style="list-style-type: none">■ Revise bearing brackets<ul style="list-style-type: none">● Needs to be about 2in thick● May need to be wider■ Make holes to allow ram access to the shaft○ Shaft<ul style="list-style-type: none">■ Will be given freedom to move axially	EGR Building

	<ul style="list-style-type: none"> ● Movement will be stopped by bearing bracket ○ Power transmission <ul style="list-style-type: none"> ■ Belt will be rendered in CAD package ■ Belt can be wrapped around anything the shaft is connected to ■ Slip can be completely ignored if chain is used instead however 	
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
CAD bearing supports	Aj	11/20/18	11/19/18
CAD shafts and bearings	Barek	11/20/18	11/19/18
CAD strain gauge mounts	Jeff	11/20/18	11/19/18
CAD Hydraulic system	Nestor	11/20/18	11/19/18
Make Final Powerpoint Presentation	All	11/26/18	11/25/18
Complete Final Report	All	11/30/18	11/29/18
Complete Prototype	All	12/3/18	12/2/18
Complete BOM	All	12/7/18	12/6/18

Next formal meeting: 11/16/18, Online with Honeywell, at 2:00pm.
Next member responsible for meeting minutes: Nestor