

# MEETING MINUTES

## Topic: Honeywell Factory Tour/Client Meeting

Date: Monday, December 3, 2018

Time: 10:00 pm - 12:00 pm

Location: Engineering Building

Minutes recorded by Nestor Rodriguez

Meeting called by Haley Flenner

Attendees: All group members

Table 1. Record of meeting.

|                             |   |                      |
|-----------------------------|---|----------------------|
| <b>10:00 pm to 11:00 pm</b> | <b>Item 1</b> <ul style="list-style-type: none"><li>● Meet with Haley, discuss progress<ul style="list-style-type: none"><li>○ Showed her the team's final presentation</li><li>○ All members explained their technical research</li><li>○ Haley was satisfied with the teams progress, states our design is already better than theirs</li></ul></li><li>● Informal conversation<ul style="list-style-type: none"><li>○ we also discussed what Haley's job entails, some of the products Honeywell makes, and how it's like working right out of college</li></ul></li></ul>   | Honeywell<br>Factory |
| <b>11:00pm to 12:00pm</b>   | <b>Item 2</b> <ul style="list-style-type: none"><li>● Honeywell's tour involved showing their testing apparatuses, talking with some of the test engineers, and showing us some low rate production facilities</li><li>● Honeywell's bearing characterization design<ul style="list-style-type: none"><li>○ Vertically oriented</li><li>○ Uses a pulley system to turn the bearing</li><li>○ Uses a pneumatic piston to impart the thrust load</li><li>○ Whole thing is within an acrylic box</li><li>○ The design takes up a whole table</li><li>○ No one at Honeywell knows how it works</li><li>○ The team could not figure out how or if the design imparts a radial load</li></ul></li></ul> | Honeywell<br>Factory |

**Table 2. Tasks Assigned.**

| <b>Task</b>              | <b>Person Assigned</b> | <b>Due Date</b> | <b>Date Complete</b> |
|--------------------------|------------------------|-----------------|----------------------|
| Create prototype summary | All                    | 12/7/2018       | 12/6/2018            |
| Finish CAD Package       | All                    | 12/7/2018       | 12/6/2018            |

**Next formal meeting: 12/7/18, Web Meeting, at 2:30pm.  
Next member responsible for\_meeting minutes: Nestor**