

MEETING MINUTES

Topic: Staff Meeting

Date: Tuesday, April 9, 2019

Time: 4:00pm - 4:30pm

Location: Web Meeting

Minutes recorded by Nestor Rodriguez

Meeting called by Haley Flenner

Attendees: All group members

Table 1. Record of meeting.

<p>4:00 pm to 4:20 pm</p>	<p>Item 1</p> <ul style="list-style-type: none"> ● Bearing fit issue <ul style="list-style-type: none"> ○ Will bearings deform axially <ul style="list-style-type: none"> ■ Assumed yes ○ Is resting bearing against the wall a good idea <ul style="list-style-type: none"> ■ Haley will ask Todd ■ Logically, no, inner and outer race are essentially on the same place so even a negligible deformation will seize the inner race of the bearing ○ Is a press fit into the housing a good idea <ul style="list-style-type: none"> ■ No, we won't be able to take the shaft out 	<p>Web meeting</p>
<p>4:20 pm to 4:25 pm</p>	<p>Item 2</p> <ul style="list-style-type: none"> ● Shaft fit issue <ul style="list-style-type: none"> ○ Should the rear of the shaft contact the bearing housing <ul style="list-style-type: none"> ■ No, hole needs to be as big as the inner race at least 	<p>Web meeting</p>
<p>4:25 pm to 4:30 pm</p>	<p>Item 3</p> <ul style="list-style-type: none"> ● When will 38 bearings be sent? <ul style="list-style-type: none"> ○ Brother has 12 and 14, 38 will come later 	<p>Web meeting</p>

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
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Finalize crank design, do FEA on it, and send files to Tanner	Nestor	4/11/2019	4/11/2019
Finalize arduino programming	Blake	4/15/2019	4/15/2019
Finalize arduino programming	Jeff	4/15/2019	4/15/2019
Finish re-assembling jacks	A.J.	4/12/2019	4/12/2019
Finish shafts and enlarge shaft clearance holes in bearing housings	Barek	4/12/2019	4/12/2019
Enlarge shaft housing holes so bearings will fit	All with shop training	4/12/2019	4/12/2019

**Next formal meeting: 4/11/19, Staff Meeting, at 5:15pm.
Next member responsible for meeting minutes: Nestor**