

MEETING MINUTES

Topic: EGR 486C Team Meeting 1

Date: Wednesday, September 21, 2018

Time: 2:00 pm - 2:30

Location: Skype

Minutes recorded by Jeff Legal

Meeting called by Honeywell

Attendees: All group members and Honeywell Representatives

Table 1. Record of meeting.

2:00 pm to 2:30pm	Upcoming presentation <ul style="list-style-type: none">• Project needs to be simple• Needs to fit all sizes of bearings	EGR Building
2:00 pm to 2:30pm	Honeywell Deliverables <ul style="list-style-type: none">• Standard household voltage will be supplied• CAD drawings and bearing interfaces will be sent to us• Dimensions will be provided	EGR Building
2:00 pm to 2:30pm	Schedule <ul style="list-style-type: none">• Add deliverables	EGR Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Concept Generation	All	Next Meeting with Honeywell. Scheduled for 10/5/18	10/3/18

Next formal meeting: 10/10/18, Engineering Building, at 5:20pm.

Next members responsible for agenda: all

and meeting minutes: all