

# MEETING MINUTES

## Topic: EGR 486C Team Meeting 1

Date: Wednesday, September 12, 2018

Time: 5:20 pm - 6:20

Location: Engineering Building

Minutes recorded by Nestor Rodriguez

Meeting called by All group members

Attendees: All group members

Table 1. Record of meeting.

<b>5:20 pm to 5:50pm</b>	<b>Discussion and questions for Honeywell</b> <ul style="list-style-type: none"><li>• Budget</li><li>• Size constraints</li><li>• Ask for bearing catalog, and/or CAD package</li><li>• Who is the end user?</li><li>• Any previous research?</li><li>• Force constraints</li><li>• Do we need to model a temp. component to it</li><li>• Energy constraints</li><li>• weight constraint</li><li>• One off or low volume production?</li><li>• Ask about tour</li><li>• Dress up for meeting, button ups etc.</li><li>• Meet in Egr room 102</li><li>• Be there 10-15 minutes early</li><li>• What level of assistance can we expect</li><li>• How often are updates requested</li></ul>	EGR Building
<b>5:50 pm to 6:00pm</b>	<b>Determine Action Items</b> <ul style="list-style-type: none"><li>• All members bring an idea to each meeting</li></ul>	EGR Building
<b>6:00 pm to 6:20pm</b>	<b>Brainstorming</b> <ul style="list-style-type: none"><li>• For axial testing, utilize pressurized prongs for axial force</li><li>• For force calculation use a motor, time how long it takes to speed up to a set speed, or slow to a stop from a set speed</li><li>• For radial testing use a vice with flat plates to put weights on top</li></ul>	EGR Building

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Meeting minutes	Aj	9/13/18	9/13/18
List of action items	Barek	9/16/18	9/16/18
Start on website	Jeff	September	September
Brainstorm design	All	9/18/18	9/18/18

**Next formal meeting: 9/13/18, Engineering Building, at 3:45pm.  
Next members responsible for agenda: No agenda  
and meeting minutes: Aj.**