

Time: 6:50 PM

Date: Thursday January 17, 2019

Subject: Staff Meeting

Present: Hamad, Abdul, Amy, Angelo, Alivia, Nahar

Recorded by: Amy

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-Firstly, there will be staff meetings once a week with a new goal for each team member to work on by the next meeting. All teammates will assess the effort each member has put towards that week's goal at the next staff meeting. This is intended to keep the workload spread out evenly and keep the team accountable.

-A doodle poll was set up and all team members are filling in their availability so that we can reference when to contact one another in the next few months.

-The 20 connected steps have been split in have.

1st 10 steps: Amy, Alivia, Angelo

Next 10 steps: Hamad, Nahar, Abdul

-The deadline for these groups of 10 steps is *two weeks*. (Which brings us to January 31)

-The work assigned to each team member for the next week is as follows:

Amy: Boot Kick (1-3)

Alivia: Bunny Bellow (Steps 4-6)

Angelo: Hairdryer Cart (Steps 7-10)

Nahar: Punching Arm (Steps 13)

Hamad: Centripetal Force (Steps 17-18)

Abdul: Speaker Vibrations (Steps 11-12)

-Dr. Trevas would like for this semester's work to be well documented as well as engineering focused. *Note: Keep a record of how a step fails for reliability documentation. All the work must be thorough and practise the components of design that we have learned in the D4P classes and mechanical engineering fundamentals. It is our duty to show that this project displays engineering principles.*

-Find unistruts and confirm the purchase order or make a decision on what kind of supports will the Rube Goldberg machine rest on.