**Staff Meeting**

11/30/2018

6:30pm-11:59pm

Location: Online

Present:

Nathaniel, Travis, Corey, Steve

Discussion:

The team worked together on a google docs account to create their report. The report included all the information from the previous days in-class presentation. This information includes the CAD package that was given to them by the client and everything the client discussed in the meeting the previous week. The team also answered questions that were presented to them during the class presentation. The team compiled all proposed CAD designs and Ansys analysis in order to demonstrate what has the team has accomplished thus far. These topics were discussed at length in the report as well as all other information regarding the project thus far. The team worked for most of the night on the google doc fixing and correcting all the mistakes to make sure that it was ready to submit at the end of the night. The team also continued to initiated the procedure for getting their required FEA resources in order to continue the advancement of their Ansys knowledge. Additionally, the team began constructing their BOM, CAD package, and prototype.

Moving Forward:

The Team needs to further their CAD pack and Ansys analysis in order to present in class next week during prototype presentations. The also need to create a detailed list of questions they need answered by the client in order to complete their project and further understand what is required of them by the client.