

Memorandum

**To:** Sarah Oman  
**From:** CWC 2018 – Test Team B  
**Date:** 11/06/2017  
**Subject:** Meeting Minutes

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## Meeting Minutes

### Topic: Scheduling and Project Management

**Meeting Date:** Monday, November 6, 2017  
**6:30 pm – 7:30pm**

**Minutes recorded by:** Dakota Sallaway

**Meeting called by:** Tristan Scott

**Attendees:** Jacob Peterson, Dakota Sallaway, Spencer McMahon, Yousef Alali, Benjamin Macleod, Alex Dahlmann

**Table 1. Record of meeting.**

<b>6:00pm to 7:00pm</b>	<b>Announcements and meeting introduction</b> <ul style="list-style-type: none"><li>● How will the active pitching system be working?</li><li>● What is actuating?</li><li>● Where will it be placed?</li><li>● Monday November 11, 2017- Full team meeting<ul style="list-style-type: none"><li>○ Full CAD Package</li><li>○ FEA</li><li>○ Components</li><li>○ Material selection</li><li>○ Inputs and outputs</li><li>○ Placed into a powerpoint</li></ul></li></ul>	Rm 314
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<b>6:00pm to 6:30pm</b>		Rm 314
<b>7:00pm to 7:30pm</b>	<b>Discussion of future team direction</b> <ul style="list-style-type: none"> <li>• Ben - Consider if we actually need a buck converter.</li> <li>• Spencer - Consider analysis for hub</li> <li>• Dakota - Consider a FEA analysis on baseplate</li> </ul>	

**Table 2. Action Items.**

Task	Person Assigned	Due Date	Date Complete
Complete section for Final Proposal, Go through and edit Final proposal, Finish Slide for Willy	Spencer	11/8 /17	2/12/17
Complete section for Final Proposal, Go through and edit Final proposal, Finish Slide for Willy	Tristan	11/8 /17	2/12/17
Complete section for Final Proposal, Go through and edit Final proposal, Finish Slide for Willy, meeting with Willy	Yousef	11/8 /17	2/12/17
Complete section for Final Proposal, Go through and edit Final proposal, Finish Slide for Willy, Meeting with Willy	Dakota	11/8 /17	2/12/17
Complete section for Final Proposal, Go through and edit Final proposal, Finish Slide for Willy	Jacob	11/8 /17	9/23/17
Complete section for Final Proposal, Go through and edit Final proposal, Finish Slide for Willy	Alex	11/8 /17	9/23/17
Complete section for Final Proposal, Go through and edit Final proposal, Finish Slide for Willy, Meeting with Julie	Ben	11/8 /17	9/23/17

**Next formal meeting: Thursday 9, 2017**