MEETING MINUTES

# Topic: Staff Meeting and Presentation Discussion

## Date: Feb 22

## Time: 9:35

**Minutes recorded by: Lexie**

**Meeting called by**: All

Attendees: Lexie, Shanna, Aziz, Israel

Please bring: Laptops, Notebooks

Table 1. Record of meeting.

|  |  |  |
| --- | --- | --- |
| TIME BREAKDOWN | **TOPIC / NOTES** | **LOCATION** |
| 9:55 -10:15 | Staff Meeting with Willy* Updated him with what we’ve been working on
* Suggested we start assigning technical roles; make sure you’re completing technical tasks each week
* FEA Expert, CAD expert, Sensors, Thermal Loading, Mechanical Loading
 | Egineering 120 |
| 10:15 – 10:30 | Wrap – Up and Assignments | Engineering 120 |
|  |  |  |

Table 2. Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Presentation | All | Feb 27 |  |
| Thermal Calcs | Lexie | Feb 27 |  |
| Loading Calcs | Shanna | Feb 27 |  |
| Environmental/Sizing Calcs | Israel | Feb 27 |  |
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**Next formal meeting: Tuesday February 27**

**Time: 8:45 am**

**Location: Engineering Cafe**

**What will be addressed? Presentation**