MEETING MINUTES

# Topic: Next Work to be Done

## Date: November 6

## Time: 5 pm

**Minutes recorded by Lexie**

**Meeting called by** All

Attendees: Aziz, Shanna, Israel, Lexie

Please bring: Notebooks, computers

Table 1. Record of meeting.

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| TIME BREAKDOWN | **TOPIC / NOTES** | **LOCATION** |
| 5:00 – 6:00 pm | Upcoming Tasks* Israel is going to take the lead on the operation manual. for the operation manual, please write whatever operations pertain to your analyses.
* I'm going to take the lead on the poster. For the poster, please insert any tables, figures, or bullet points that you want to display. I think we should have an intro to our project, CAD models, and figures and bullet points from major analyses.
 | EGR |
| 6:00 pm – 6:15 pm | Final Product Testing Proof – All Analyses MUST be done!* Aziz - Touch up beam and power calculations, connector board design
* Shanna – Thermal Bolt analysis
* Assure that bolts used in adapter plate will not fail under thermal loading conditions
* Israel – Second Iteration Time Study
* Alexandra – Touch up thermal and structural plate analysis, finalize the spacing of the quartz lamps
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