

MEETING MINUTES

Topic: Material Purchasing Information

Wednesday, January 24, 2018

3:45pm – 5:00pm

Minutes recorded by Brandon Cook

Meeting called by Joshua Smith

Attendees: Joshua Smith, Brandon Cook, Miriam Deschine, Dan Edmonds

Please bring: Laptops

Executive Summary:

The purpose of this meeting was to determine what materials need to be sourced for the scaled model of our design so that the materials can be purchased for the hardware review. The team determined what materials will stay the same and what materials will need a substitute. The material sourcing was divided up so that each member of the team is responsible for certain materials. The team also discussed what needs to be prepared for the conference call with Steven.

Table 1. Record of meeting.

| | | |
|-------------------------|--|--------------------|
| 3:45pm to 4:00pm | Meeting Overview <ul style="list-style-type: none">• Miriam discussed reimbursement issues from the reimbursement requested prior to winter break. Need to speak with Sarah Hunter to get problems straightened out• This meeting we will be discussing the BOM for the scaled prototype since we do not need to use actual materials• Discussed website check one and adding documents to the site before Friday's submission• Miriam pulled up the full size BOM so that we can reference all of the items in the assembly to think of alternate materials | Engineering 120 |
| 4:00pm to 4:45pm | Brainstorming Materials <ul style="list-style-type: none">• Discussed what will be used in place of a winch. Potential alternatives are come-along, or small boat winch• Josh made the list of parts that we will need as the team discussed• The issue of anchoring the design on a small scale was discussed. There may need to be a base made that we can tie the structure into, perhaps out of 2X4 and plywood.• Rather than concrete anchors the team may use tent stakes or large nails for the scale model.• The fabric material was discussed. The sample fabric needs to be tested for water proofing and we can see if we would like to use other fabric AZ Sun Supply has to offer. | Engineering 120 |

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| | <ul style="list-style-type: none"> • After the list was created, we assigned materials for each member of the team to be in charge of acquiring. • The scaling of the base plate was discussed next so that the correct steel could be purchased. • Fabric for scale model needs to be 13.75' by 5.33" for each side. Need to approximate the dome fabric. | |
| 4:45pm to end | Plan for next meeting <ul style="list-style-type: none"> • The next meeting will be held Thursday at 4:00pm as a conference call • We will be discussing the CDR with Steven as well as asking any questions the team has generated. | Engineering 120 |

Table 2. Tasks Assigned.

| Task | Person Assigned | Due Date | Date Complete |
|---|------------------------|-----------------|----------------------|
| Meeting Minutes | Brandon Cook | ASAP | |
| Update Website with reports, presentation, and images for the website check | Dan Edmonds | ASAP | |
| Price and source Tentpole, Carbon fiber pole | Joshua Smith | 1/29/2018 | |
| Price and source Fabric, tabs, steel, pipe | Brandon Cook | 1/29/2018 | |
| Price and source Track, Wheels and hardware for wheels | Dan Edmonds | 1/29/2018 | |
| Price and source Fasteners, nails, pully shackle | Miriam | 1/29/2018 | |
| Begin process of blue forms as team provides sources and costs | Miriam | ASAP | |

Next formal meeting: 1/25/2018, Conference Call, at 4:00pm.