

MEETING MINUTES

Topic: Material Research Discussion and Deliverable Planning

Tuesday, November 28, 2017

5:30pm –7:00pm

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 begin the final CAD package of the design. The team also did more research into materials and potential vendors to see specifically what size materials they had to offer and begin pricing. By the end of the meeting, several components were made in SolidWorks including the Carbon Fiber Poles, couplers, hinges, and base plates.

Table 1. Record of meeting.

5:30pm to 7:00pm	CAD <ul style="list-style-type: none">• The team met to begin the Cad Package together as a team to ensure duplicate parts were not being made which would waste time.• Joshua, Brandon, and Daniel began making the basic frame parts.• Miriam looked up part dimensions for the other team members.• After all members had links to sources for dimensions Miriam began making the base plates with hitch pins.• The meeting concluded with the three carbon fiber poles made, side hinges, straight couplers, and base plate parts complete	EGR Capstone Room
7:00pm to end	Plan for next meeting <ul style="list-style-type: none">• The next meeting will be Sunday, December 3rd at 5:30pm.• We will be meeting to build the prototype of the bear trap	EGR Capstone Room

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Meeting Minutes	Brandon Cook	ASAP	

Website	Dan Edmonds	ASAP	
CAD	Brandon Cook Miriam Deschine Dan Edmonds Josh Smith	12/7/17	
BOM	Brandon Cook Miriam Deschine Dan Edmonds Josh Smith	12/7/17	
Prototype	Brandon Cook Miriam Deschine Dan Edmonds Josh Smith	12/7/17	

Next formal meeting: 12/3/17, Daniel's House, at 5:30pm.