

MEETING MINUTES

Topic: First Assembly Meeting

Friday, January 19, 2018

11:00am-12:30pm

Minutes recorded by Riley DeHeer

Meeting called by Madison

Attendees: All members

Table 1. Record of meeting.

11:00am-12:20pm 1/19/18	Topic <ul style="list-style-type: none">• Physical layout of boxes<ul style="list-style-type: none">○ 6'x6'x8.3'○ 6.5'x6.5'x7.1'○ 6.7'x6.7'x6.7'• General layout of first few steps• Curtains run off of stepper motor• Step order<ul style="list-style-type: none">○ Timer to ball roll○ Ball fall to electromagnet switch○ Magnetic ball to track○ Magnetic ball into cup○ Lift locking dowel out of the string hole○ Fishing rod release, cutting string○ Pivot door dropping open○ Door V track	Leader	Riley's House
12:20pm-12:30pm 1/19/18	Finalization <ul style="list-style-type: none">• Assign tasks for the next meeting• Set next meeting time• Last minute updates if any	Leader	Riley's House

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Flat surface step	Ali	1/26/18	1/26/18

Water pour step and ASNAU form	Faisel	1/26/18	1/26/18
Revolving door and door track step	Kyle	1/26/18	1/26/18
Load cell transfer to motor	Madison	1/26/18	1/26/18
Folding door, inner box steps, and car domino set up	Riley	1/26/18	1/26/18

**Next formal meeting:
Wednesday, January 24, 2018 – Engineering Building Rm 120**