

MEETING MINUTES

Topic:

Wednesday, October 18, 2017

5:30pm-6:30pm

Minutes recorded by Riley

Meeting called by Trevas

Attendees: All members

Table 1. Record of meeting.

<p>5:30pm-5:50pm 10/18/17</p>	<p>Team Check In Madison</p> <ul style="list-style-type: none"> • Review 6 step chains from each member <ul style="list-style-type: none"> ◦ Identify unique steps that could • Steps creation and decisions • Choosing main base and main steps 	<p>DuBois Center RM 011</p>
<p>5:50pm-6:25pm 10/18/17</p>	<p>Analytics and Check In Trevas</p> <ul style="list-style-type: none"> • Meeting at Michael's next week Wed at 1pm • Call sponsors?- after more finalized design • Ali- changed analytics to spring bowl weigher • Madison- no difference in milk, may change nozzle • Riley- issue with variant friction factors • Faisel- done transportation information analysis <ul style="list-style-type: none"> ◦ Will complete air analysis by Friday • Kyle- Calculations on milk pouring, design to stop for milk • Ardwin accessory- powerful servo motors- adafruit • Registration tomorrow with PO number 	<p>DuBois Center RM 011</p>
<p>6:25pm-6:35pm 10/18/17</p>	<p>Finalization Riley</p> <ul style="list-style-type: none"> • Assign tasks for the next meeting • Set next meeting time • Last minute updates if any 	<p>DuBois Center RM 011</p>

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Complete individual analysis	All	10/20/17	10/20/17
Download and analyze elegoo board	Riley	10/25/17	10/23/17
3D print nozzle for milk flow	Madison	TBD	TBD
Website additions: minutes, page links	Kyle	10/23/17	10/23/17
Meet with administration for team registration	Faisel	10/23/17	10/23/17

**Next formal meeting:
Monday, October 23, 2017 - Engineering Building RM 112 (CPU Lab) – 12:30pm**