

# MEETING MINUTES

## Topic: Meeting Minutes and Individual Analysis Meeting

Monday, October 9, 2017

12:30pm-2:00pm

Minutes recorded by Riley DeHeer

Meeting called by Kyle

Attendees: All members

Table 1. Record of meeting.

<p><b>12:30pm-1:00pm</b> 10/9/17</p>	<p><b>Individual Analysis</b> <span style="float: right;"><b>Madison</b></span></p> <ul style="list-style-type: none"> <li>• Discussed individual analysis             <ul style="list-style-type: none"> <li>○ Madison- Milk flowing through tubing</li> <li>○ Kyle- Milk pouring</li> <li>○ Faisal- Air powered boat analysis</li> <li>○ Ali- Cereal positioning/sliding</li> <li>○ Riley- Cereal pour rate from boxes</li> </ul> </li> <li>• Written portions for each analysis need to be completed for memo due (Friday, 10/13/17)</li> </ul>	<p>Engineering Building RM 112 (CPU Lab)</p>
<p><b>1:00pm-1:50pm</b> 10/9/17</p>	<p><b>Meeting Minute Updates</b> <span style="float: right;"><b>All</b></span></p> <ul style="list-style-type: none"> <li>• Type all written minutes into word documents with standardized format</li> <li>• Maintain completed records in word from now on</li> <li>• Compile in team drive</li> <li>• Include on website</li> </ul>	<p>Engineering Building RM 112 (CPU Lab)</p>
<p><b>1:50pm-1:55pm</b> 10/9/17</p>	<p><b>Construction of Step</b> <span style="float: right;"><b>Leader</b></span></p> <ul style="list-style-type: none"> <li>• Need a simple step constructed to show for Wednesday meeting</li> <li>• Madison will develop simple step with K'nex</li> </ul>	<p>Engineering Building RM 112 (CPU Lab)</p>
<p><b>1:55pm-2:00pm</b> 10/9/17</p>	<p><b>Finalization</b> <span style="float: right;"><b>Leader</b></span></p> <ul style="list-style-type: none"> <li>• Assign tasks for next meeting</li> <li>• Set next meeting time</li> <li>• Last minute updates if any</li> </ul>	<p>Engineering Building RM 112 (CPU Lab)</p>

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Individual analysis write up	All	10/11/17	10/11/17
Create a simple step with K'nex	Madison	10/11/17	10/9/17
Format all minutes into single document type and upload to team drive	Riley	10/11/17	10/9/17
Load meeting minutes onto team website	Kyle	10/16/17	10/16/17
Begin individual, intermediate step construction	All	10/16/17	TBC
3 step chain of individual steps drawn out	All	10/11/17	10/11/17

**Next formal meeting:  
Wednesday, October 11, 2017 – DuBois Center RM 011 – 5:30pm**