

# MEETING MINUTES

## Topic: Final Report and Pres Questions

Wednesday, November 1, 2017

5:30pm-6:00pm

Minutes recorded by Riley

Meeting called by Trevas

Attendees: All Members

Table 1. Record of meeting.

<b>5:30pm-5:45pm</b> 11/1/17	<b>Clarification Questions</b> <b>Riley</b> <ul style="list-style-type: none"><li>• CAD modeling extent<ul style="list-style-type: none"><li>○ Couple of steps fully modeled</li></ul></li><li>• What implementation is required<ul style="list-style-type: none"><li>○ Plan- prototype to test to modification to fix</li></ul></li><li>• Design description inclusion<ul style="list-style-type: none"><li>○ Decision matrix- Narrow from many to one step</li></ul></li><li>• Memos of individual steps<ul style="list-style-type: none"><li>○ Should be combined in an appendix in report</li></ul></li></ul>	DuBois Center RM 011
<b>5:45pm-5:55pm</b> 11/1/17	<b>Completed Tasks/New Tasks</b> <b>Trevas</b> <ul style="list-style-type: none"><li>• Ali – look into getting a customized spring quote</li><li>• Faisal – improve boat design</li><li>• Riley – Look into relays, motor shield, and proximity det.</li><li>• Kyle – Continue looking for and finding solution to milk pouring container issues/reusable pint container</li><li>• Madison – LED lights for the lighting up of milk and other aesthetic of the machine</li></ul>	DuBois Center RM 011
<b>5:55pm-6:00pm</b> 11/1/17	<b>Plan for next meeting</b> <b>Faisal</b> <ul style="list-style-type: none"><li>• Assign tasks for the next meeting</li><li>• Set next meeting time</li><li>• Last minute updates if any</li></ul>	DuBois Center RM 011

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Complete individual portions of the presentation	All	11/6/17	11/6/17
Work on individual portions of the report	All	11/8/17	TBC
Get a quote for a customized spring of requirements determined	Ali	11/6/17	11/6/17
Look into relays, motor shields, prox detectors, and push buttons for arduino	Riley	11/8/17	11/6/17
Look into LED lighting for machine	Madison	11/8/17	11/6/17
Find a solution to miniature milk cartons	Kyle	11/8/17	TBC

**Next formal meeting:  
Monday, November 6, 2017 - Engineering Building RM 112 (CPU Lab) – 12:30pm**