

# MEETING MINUTES

Topic: Build Progress

Monday, February 26, 2018

4:00pm-5:30pm

Minutes recorded by Riley DeHeer

Meeting called by Madison

Attendees: Ali, Faisal, Kyle, Madison, Riley, Trevas

Table 1. Record of meeting.

<b>4:00pm-5:30pm</b> 2/26/18	<b>Build Progress</b> <ul style="list-style-type: none"><li>• Boot was remounted through holes<ul style="list-style-type: none"><li>○ Operation needs to be tested and improved</li></ul></li><li>• Spoon step idea<ul style="list-style-type: none"><li>○ Implementation in base design required</li></ul></li><li>• Domino setter disassembled and switch bought<ul style="list-style-type: none"><li>○ Install switch and find a way to direct cart</li></ul></li><li>• Load cell programmed and mounted on rack<ul style="list-style-type: none"><li>○ Ready to be placed in project</li></ul></li><li>• Found solution to step leaving the box (last step of box)<ul style="list-style-type: none"><li>○ Spring loaded latch to push pole</li></ul></li><li>• ASNAU form filled out<ul style="list-style-type: none"><li>○ Estimate for travel, lodging, and vehicle</li><li>○ Need to clarify wording with Lauren</li></ul></li></ul>	<b>Madison</b>	Riley's House
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Finish remount of boot step to front side of box and test	Ali	3/5/18	3/5/18
Build spoon step	Faisal	3/5/18	3/5/18
Rewire domino setter with extra switch	Kyle	3/5/18	3/5/18
Order cereal from competition	Madison	3/5/18	3/5/18
Call museum for final information, Fedex for final quote	Riley	3/5/18	3/5/18