

MEETING MINUTES

Topic: Video and Presentation Prep

Monday, April 16, 2018
4:00pm-5:30pm

Minutes recorded by Riley DeHeer
Meeting called by Trevas

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

Table 1. Record of meeting.

4:00pm-5:30pm 4/16/18	Video Recording and Presentation Prep Riley <ul style="list-style-type: none">• Modification made to various steps to improve reliability• Backup wind up car gotten<ul style="list-style-type: none">○ Same type○ Could result in the same issue• Testing of box and tinker board<ul style="list-style-type: none">○ Small modifications, more effective• Arduino issue with stepper<ul style="list-style-type: none">○ Potentially not enough power for stepper○ Works with separate power cord○ Needs power supply to run it• Shipping issue<ul style="list-style-type: none">○ Museum/RBMC will not accept machine○ Not enough time to facilitate another method○ Switch to online competition possible	Riley's House
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on presentation slides	Ali	4/18/18	4/18/18
Set up presentation for UGRADS document	Faisel	4/20/18	4/20/18
Review Operation/Assem Model	Kyle	4/20/18	4/20/18
Pictures and videos for all documents	Madison	4/18/18	4/18/18
Confirm online competition and UGRADS Poster	Riley	4/18/18	4/17/18
Recoding of videos on Wed & competition on Sun	All	4/18/18	4/18/18