

MEETING MINUTES

Topic: Testing Days

Monday, April 9, 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 4/9/18	Testing Days Kyle <ul style="list-style-type: none">• Flooring constructed to put structures on• Transition for tinker board complete<ul style="list-style-type: none">◦ Mounts need to be improved• Top track modified<ul style="list-style-type: none">◦ Falling weights activate teeter totter• Testing began<ul style="list-style-type: none">◦ 3 steps presenting issues• Device is setup and running<ul style="list-style-type: none">◦ Still need a full video of running• Shipping plan approved<ul style="list-style-type: none">◦ Need sign off by department head and confirm	Riley's House
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Make modifications to difficult steps	Ali	4/16/18	4/16/18
Get backup wind up car for track	Faisel	4/16/18	4/16/18
Facilitate testing	Kyle	4/16/18	4/16/18
Fix arduino issues	Madison	4/16/18	4/16/18
Confirm and pay for shipping	Riley	4/16/18	4/16/18