

# D1 MEETING MINUTES

## Topic: Week 11 Task List

Monday , November 6, 2017

11:00am – 1:00pm

Minutes recorded by  Daniel Johnson

Meeting called by  Kaitlyn Barr

Attendees:  Kalli Albright, Kaitlyn Barr, Dustin Branges, Daniel Johnson

Please bring:  A positive attitude and completed action items

### Executive Summary:

Table 1. Record of meeting.

<p><b>11:00am-11:15am</b></p>	<p><b>Progress of Action Items</b></p> <ul style="list-style-type: none"> <li>• Kaitlyn 3D printed the prototype for the team to be able to demonstrate and physically see how the design moves</li> <li>• Daniel updated CAD package from issues we found with the prototype, and also created drawing files for each part</li> <li>• Kalli created a written description of the new design and a rough list of testing procedures to test ERs</li> <li>• Dustin has continued to keep the website up to date and adding additional touches</li> <li>• Kaitlyn formed a basic layout of the presentation for the team</li> <li>• Kalli set up the basic layout for the report due</li> </ul>	<p>EGR 108</p>
<p><b>11:15am</b></p>	<p><b>Continue Working on the Presentation</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p>EGR 108</p>
	<p><b>Discussion of Tasks for Next Report/Presentation</b></p> <ul style="list-style-type: none"> <li>• Sections added to the next report:             <ul style="list-style-type: none"> <li>○ Testing procedures</li> <li>○ Design description</li> <li>○ Proposed design - with all necessary resources included</li> </ul> </li> <li>• Sections to add to the next presentation:             <ul style="list-style-type: none"> <li>○ Design description</li> </ul> </li> </ul>	<p>EGR 108</p>

	<ul style="list-style-type: none"> <li>○ Design requirements</li> </ul>	
	<p><b>Discuss Website</b></p> <ul style="list-style-type: none"> <li>● Things needed for the website now: <ul style="list-style-type: none"> <li>○ Home page</li> <li>○ Project information page</li> <li>○ Documents page</li> <li>○ Meet the team</li> <li>○ Gallery</li> </ul> </li> <li>● Dustin has experience in Dreamweaver so he will be leading the website development</li> <li>● Begin the site as a group</li> </ul>	EGR 108
	<p><b>Team Editing of the Preliminary Report</b></p> <ul style="list-style-type: none"> <li>● Two copies of the report to be edited</li> <li>● Combine edits on to one report</li> <li>● After careful consideration, the team decided on an overall</li> </ul>	EGR 108
	<p><b>Assign Tasks/Plan Next Meeting</b></p> <ul style="list-style-type: none"> <li>● Dustin <ul style="list-style-type: none"> <li>○ Research/play with arduino</li> <li>○ Start basic website due Friday</li> <li>○ Peer Eval</li> </ul> </li> <li>● Kaitlyn <ul style="list-style-type: none"> <li>○ Implement edits into report</li> <li>○ Help Dustin with the website</li> <li>○ Peer Eval</li> </ul> </li> <li>● Kalli <ul style="list-style-type: none"> <li>○ Work on analytical analysis team memo</li> <li>○ Peer Eval</li> </ul> </li> <li>● Daniel <ul style="list-style-type: none"> <li>○ Work on analytical analysis team memo</li> <li>○ Peer Eval</li> </ul> </li> </ul>	EGR 108

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Construct Initial Website	Dustin Branges Kaitlyn Barr	10/13/17	10/13/17
Analytical Analysis Team Memo	Kalli Albright Daniel Johnson	10/13/17	10/13/17
Peer Evals	All	10/13/17	10/13/17

Continue Arduino research	Dustin Branges	10/17/17	10/17/17
Add Edits in Preliminary Report	Kaitlyn Barr	10/17/17	10/17/17

**Next formal meeting: 10/16/17 Engineering Building Room 120 at 5:00**