

# D1 MEETING MINUTES

## Topic: Week 3 Spring Schedule

**Tuesday, February 13, 2018 & Wednesday , February 14, 2018**  
**5:00pm – 7:00pm**

**Minutes recorded by**  Daniel Johnson

**Meeting called by**  Kalli Albright

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

**Please bring:**  Prototype/purchased hardware and as always a positive attitude and completed action items

### Executive Summary:

This week we will be focusing on completing the hardware review and ensuring everything has been purchased, printed, or made that needs to be.

**Table 1. Record of meeting.**

<b>Tuesday</b> <b>9:30 am - 10:00 am</b>	<b>Meet with Dr. Oman</b> <ul style="list-style-type: none"> <li>• Showed Dr. Oman electrical, 3D printed and wooden parts</li> <li>• Described what each student accomplished</li> </ul>	Study Area
<b>10:00 am - 10:15 am</b>	<b>Plan for Wednesday</b> <ul style="list-style-type: none"> <li>• Made plans for meeting tomorrow (Wednesday)</li> <li>• Use arduino software</li> </ul>	Study Area
<b>Wednesday</b> <b>11:30 am - 11:45 am</b>	<b>Hardware review</b> <ul style="list-style-type: none"> <li>• Reviewed upcoming deadlines for hardware 1 &amp; 2</li> <li>• Filled out hardware review</li> </ul>	EGR 107
<b>11:45 am - 12:15 pm</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"> <li>• Daniel               <ul style="list-style-type: none"> <li>○ Finish designing and building motor mount building</li> </ul> </li> <li>• Kaitlyn               <ul style="list-style-type: none"> <li>○ Help Dustin finish coding the Arduino and finish hardware review. Working on test apparatus</li> </ul> </li> <li>• Kalli               <ul style="list-style-type: none"> <li>○ Getting model antenna and building test apparatus</li> </ul> </li> </ul>	EGR 107

	<ul style="list-style-type: none"> <li>• Dustin <ul style="list-style-type: none"> <li>○ Coding Arduino, updating</li> </ul> </li> </ul>	
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**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Arduino	Dustin Branges Kaitlyn Barr	2/20/18	
Motor mount	Daniel Johnson	2/20/18	
Find model antenna	Kalli Albright	2/20/18	
Assemble test apparatus	Kalli Albright Kaitlyn Barr	2/20/18	

**Next formal meeting: 2/20/18 Engineering Building Room 321 at 5:30pm**