MEETING MINUTES

**Topic:**

**Date:**

**Time: 5:30pm to 7:00pm**

**Location: EGR 102 Meeting Room**

**Minutes recorded by:**

**Meeting called by**:

**Attendees:**

**Table 1.  Record of meeting.**

|  |  |  |
| --- | --- | --- |
|  | **Discussion of Project Report**  -what type of metal for Tower and baseplate  -Shaft design  -Start of braking subsystem design  -Researching actuators and bearings  -who will complete which subsystem analysis | room 102 |
|  | **Plan for next meeting**  Everybody has a subsystem analysis completed  This is to ensure we can start the process of manufacturing prototypes | room 102 |

**Table 2.  Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Power Supply | Sean | 10/30/19 |  |
| Blade | Marin/Lucas | 10/30/19 |  |
| Tower/ Base Plate | Daniel | 10/30/19 |  |
| Shaft | Matt | 10/30/19 |  |

**Next formal meeting:**

10/30/19