

MEETING MINUTES

Topic:

Date: 2/26/19

Time: 4:55 - 5:15pm

Location: Dub Rm 30

Minutes recorded by: Nicholas Norris

Meeting called by: David Willy

Attendees: Chad Jennings, Nicholas Norris, Seth Mabes, Noah Wick, David Willy, and Amy Swarts

Table 1. Record of meeting.

Time	Description	Location:
4:55 - 5:00 pm	News update for David Willy Suggestions for tolerances QFD discussion Elastic modulus suggestion from Amy for individual analysis	Dubois Rm 30
5:00 - 5:05 pm	Engineering requirements should have roughness Roughness can dictate our manufacturing process	Dubois Rm 30
5:05 - 5:10 pm	Preliminary report is coming along: Benchmarking is all but finished Concept generation is the next step in our work to complete report and the top level is essentially ironed out.	Dubois Rm 30
5:10 - 5:15 pm	Presentation is not started on but the requirements were reviewed. Concept generation this week. Nicholas clarifies confusion with raspberry pi and pressure transducer. Seth clarifies question about website. Meeting ends.	Dubois Rm 30

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Finish Literature review sections, concept generation, and preliminary report. Begin presentation	Everyone	03/03/2019	

Next formal meeting: Tuesday 3/26/19