

MEETING MINUTES

Topic:

Date:

Time: 4/8/19

Location: EGR 3rd floor conference room

Minutes recorded by: Nicholas Norris

Meeting called by:

Attendees: Chad Jennings, Nicholas Norris, Noah Wick, Seth Maves

Table 1. Record of meeting.

Time	Description	Location:
2:00-2:10	Everyone got comfortable, room was unlocked, team prepares for meeting	EGR 3 rd floor conference room
2:10-2:20	Polyurethane vs silicone for prototyping begins, pros and cons begin to arise for both	EGR 3 rd floor conference room
2:20-2:30	Different methods of casting begin to form. Silicone may need injection molding while polyurethane should be viscous enough to just pour.	EGR 3 rd floor conference room
2:30-2:40	A thinning agent for polyurethane is found and discussion moves to testing this thinner in order to make polyurethane as compliant and elastic as the silicone.	EGR 3 rd floor conference room
2:40-2:50	Purchase order is made for polyurethane and thinner is created	EGR 3 rd floor conference room

2:50-3:20	Other prototyping ideas for quick and cheap but cool prototyping is discussed and a home depot prototype idea was developed using detergent and clear polyurethane from home depot.	EGR 3 rd floor conference room
3:20 - 3:40	CAD models were discussed in detail and more casting methods were discussed along with alteration to the models in order to make them work for different methods and prototypes.	EGR 3 rd floor conference room
3:40 - 4:00	Peer eval discussion. Be serious about them and be nit picky. We are going to focus on small things to keep improving both ourselves and the team.	EGR 3 rd floor conference room
4:00 - 4:30	Final discussion points and 5 minute cap on everything that has happened. Next meeting discussed. Working on weekends may be necessary	EGR 3 rd floor conference room

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Do peer evals seriously, prep for staff meeting	Team	Next meeting	

Next formal meeting: 4/15/2019