MEETING MINUTES

# Topic: Staff Meeting

## Wednesday, October 7, 2020

## 11:30 am – 1:00 pm

**Minutes recorded by: Jacqueline Fonseca**

**Meeting called by**: **Zack Retzlaff**

Attendees: Scott Miller, Zack Retzlaff, Jacqueline Fonseca, Richard Campos

Please bring: Midterm Presentation, Laptop

Table . Record of meeting.

|  |  |  |
| --- | --- | --- |
| 11:30 am – 11:50 am  | **Present Midterm Presentation to GA*** Discussed the progress the team has used
* Presented all of the items on the presentation
 | WebX |
| 11:50 am – 12:15 pm | Question and Answer with GA* Answered Questions presented from Scott
	+ How will the counter-weights be set up?
	+ What was the hardest/most learned skill from each sub-system?
	+ Why did we decide on the motor/solenoid placement?
	+ How does our fixture actually work
* Questions to continue to think about and answer
	+ Start to create a test plan of how to exactly set up and utilize our fixture
	+ Create a test plan to how to reset the fixture after it has been used
	+ How will every subsystem be verified?
	+ How will we exactly attach it to the air-bearing stand?
	+ Make sure to demonstrate that the keep out zones are free from items
 | WebX |
| 12:15 pm – 1:00 pm | Team Meeting Follow Up* Team discussed different plans for how to set up and take down the fixture
* Deciding on whether to have force sensors external to the device or not
* Thinking about exactly how the fixture attaches to the air-bearing stand
* Set up a plan for what exactly we are working on moving forward
 | Teams |

**Next formal meeting: 10/09/20, In Person Meeting to Build at 11:30 am**