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.

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| 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**