

MEETING MINUTES

Staff Meeting, Project Updates

Thursday, February 13, 2020

9:30 – 10:00 am

Minutes recorded by Jacqueline Fonseca

Meeting called by Richard Campos

Attendees: Professor David Trevas, Jacqueline Fonseca, Richard Campos, Zackary Retzlaff, Jacob Belin

Please bring: Laptop Computer, Notes, Any Sketches that were made

Table 1. Record of meeting.

9:30am – 9: 40am	Discussion of What has been Completed <ul style="list-style-type: none">• Discussion lead by Zackary Retzlaff• Communicated how the CN/ER presentation went with the client<ul style="list-style-type: none">◦ We received good feedback from the client saying that the CNs and ERs we came up with are relevant• Team Started to create a Morph Matrix<ul style="list-style-type: none">◦ Dr. Trevas checked off on the Sub-Functions that were listed• Dr. Trevas suggested to complete some research on Benchmarking to see what is out there• For the next step the team will generate basic concepts and get them approved by the client	EGR Conference Room
9:40 – 9:45am	Discussion about Preliminary Report <ul style="list-style-type: none">• Discussion led by Jacob• Team was instructed to focus on the PDR that will be provided by the client• The template and deadline for each will be given by the client<ul style="list-style-type: none">◦ An email to receive the template was sent to the client• Later an email will be needed to send to receive the CDR template and deadline	EGR Conference Room
9:45 – 9:50am	Discussion about Concept Generation Presentation <ul style="list-style-type: none">• The expected is to have at least well drawn hand sketches of different design concepts<ul style="list-style-type: none">◦ Labels should be present on the sketches to show different functions of the device	EGR Conference Room

	<ul style="list-style-type: none"> Also should be present are the Decision Matrix, Morph Matrix and Pugh Chart if used 	
9:50am to End	<p>Discussion about what to do next</p> <ul style="list-style-type: none"> Discussion led by Dr. Trevas Advice of Conception Generation is to do basic prototypes Discussion about Self Learning topics <ul style="list-style-type: none"> Focus on how to Locate CG <ul style="list-style-type: none"> Using Ardueno Focus on how to Refocus CG <ul style="list-style-type: none"> Dynamics, Physics, Motors, Electric Actuators, Pneumatic 	EGR Conference Room

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Complete the Morph Matrix	All team members	Tuesday, Feb 18	
Sketch up the different Concept Generation	All team members	Tuesday, Feb 18	
Create Decision Matrix and Complete the grading	All team Members	Thursday, Feb 20	

Next Team Meeting: Tuesday, February 18th at 9:30am