

MEETING MINUTES

Topic: Project Requirements

Thursday, March 12, 2020

9:30 am – 10:20 am

Minutes recorded by Jackie Fonseca

Meeting called by Jacob Belin

Attendees: Jackie Fonseca, Jacob Belin, Zack Retzlaff, Robert Oakly, Geno, Trevas

Please bring: Yourself, and the Finished Presentation

Table 1. Record of meeting.

<p>9:30 am – 10:00 am</p>	<p>Present the PDR Presentation</p> <ul style="list-style-type: none"> • Presented by the entire Team • Presentation describing the steps that have been taken so far • As well as describes the different sub functions that the system will have 	<p>EGR Rm 323</p>
<p>10:00am – 10:10 am</p>	<p>Questions and Tips from GA</p> <ul style="list-style-type: none"> • Discussion led by Jacob • Information Shared: <ul style="list-style-type: none"> ○ Magnetism should be minimized when the device is in the helm hold. ○ Concern about second option if pneumatic doesn't work: Going completely mechanical ○ Providing us with the idea to use threaded devices with a pneumatic motor • Tips for Future Presentations <ul style="list-style-type: none"> ○ Hand drawings are acceptable but instead of writing words use text ○ Ext and Entrance Criteria for PDR/CDR is information that must be shared and documented • Informed us that they will share the information about Magnetic Expert and to get in contact with them • The video of how the air bearing table works will be sent soon 	<p>EGR Rm 323</p>
<p>10:10 am to end</p>	<p>Plan for next meeting</p> <ul style="list-style-type: none"> • Meeting Tuesday after Spring Break • Plan to look more into the mechanical route • Plan to design both a mechanical and pneumatic system to test both • Finish the presentation to be turned in tomorrow in BBlearn 	<p>EGR Rm 323</p>

Next formal meeting: 3/24/20, Engineering Building, Room 323 at 9:30am