

MEETING MINUTES

Topic: Project Requirements

Tuesday, March 24, 2020

9:30 am – 10:30 am

Minutes recorded by Jackie

Meeting called by Zack

Attendees: Jackie Fonseca, Richard Campos, Zack Retzlaff, Jacob Belin

Please bring: Yourself

Table 1. Record of meeting.

9:30 am – 9:40 am	Discussion About Plan Moving Forward <ul style="list-style-type: none">• Communication with GA will be the same moving forward<ul style="list-style-type: none">○ Just now everyone will log in early onto the meeting○ And we will be more organized on who is going to be talking• Our Weekly Meetings<ul style="list-style-type: none">○ Continue on Tuesdays and Thursdays 9:30 – 10:30am through zoom meetings	Zoom
9:40 am – 10:00 am	Discussion of Deliverables Coming Up <ul style="list-style-type: none">• Individual Analytical Analysis Work due March 29• Final Report – Start to work on• CAD Development• Final Video Presentation	Zoom
10:00 am – 10:20 am	Plan for Design <ul style="list-style-type: none">• Go the Pneumatic Route<ul style="list-style-type: none">○ If it fails then we can fall back on a manual route• Figure out different parts that will need to be purchased<ul style="list-style-type: none">○ Send to budget Liaison, Jacob• Send information for the Website to Jackie	Zoom
10:20 am – 10:30 am	Plan for Next Meeting <ul style="list-style-type: none">• Continue to work on the individual assignment• Send Information to Jackie• Meeting next Thursday 9:30 – 10:30	Zoom

Next formal meeting: 3/26/20, Zoom Meeting, 9:30 am – 10:30 am