

# MEETING MINUTES

## Topic: Project Requirements

Thursday, March 26, 2020

9:30 am – 10:20 am

Minutes recorded by Zack Retzlaff

Meeting called by Team

Attendees: Jackie Fonseca, Jacob Belin, Zack Retzlaff, Dr. Trevas

Please bring: Laptops, headphones, webcam, notes

Table 1. Record of meeting.

<b>9:30 am – 9:40 am</b>	<b>Updated Trevas on Action Items</b> <ul style="list-style-type: none"><li>• The team discussed current progress with the professor</li><li>• Individual analyses are being completed over the weekend</li><li>• Prof. updated the team on what the rest of the semester is going to look like in terms of final deliverables</li><li>• Instead of having a prototype, the team is required to focus more on the design portion since social distancing is prohibiting in person contact to build prototypes.</li></ul>	Zoom Meeting Room
<b>9:40 – 10:00 am</b>	<b>What Needs to be Done</b> <ul style="list-style-type: none"><li>• Trevas informed the team that he would like to have a rough CAD model by next Thursday</li><li>• Each team member discussed what they were analyzing to Dr. Trevas to ensure we were all still on the right track with that</li><li>• The team needs to begin working on materials selection for our design, which needs to be discussed with GA since they said it isn't a priority</li><li>• The team can download Solidworks on a Windows computer for free, the access to that is on the BBlearn shell</li></ul>	Zoom Meeting Room
<b>10:00 am to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• The team went to a different meeting room to talk about plans up until the next meeting</li><li>• Jacob and Richard are focusing on creating a rough CAD model of the final design to be prepared by next Thursday</li><li>• Everyone is working on their analytical reports</li></ul>	Zoom Meeting Room

**Next formal meeting: 3/31/20, Zoom Meeting Room at 9:30am**