

MEETING MINUTES

Topic: Staff Meeting

Tuesday, March 31, 2020

9:30 am – 10:30 am

Minutes recorded by: Jacob Belin

Meeting called by: Richard Campos

Attendees: Richard, Jackie, Zack, Jacob

Please bring: CAD, Laptops

Table 1. Record of meeting.

9:30 am – 9:45 am	Update on the Project <ul style="list-style-type: none">• Created a meeting link with GA• Reviewed what items are due next	Microsoft Teams Online Meeting
9:45 am – 10:00 am	Discussion of CAD model and agenda for GA CAD: <ul style="list-style-type: none">• The z-axis method for moving the weight platform needs to be considered a little more. Perhaps 2 motors at a minimum to create a lift.• The pneumatic system could fit inside the hollow air bearing but would remain attached to the fixture• Discussed if pneumatic motors would be our final actuator but had a longer discussion about stepper motors.	
10:00 am – 10:30 am	Moving Forward <ul style="list-style-type: none">• Richard will calculate the stepper motor forces and B-field GA Agenda <ul style="list-style-type: none">• Discuss if we need to create new procedure for COVID-19 situation• Follow up on some media for the testing procedure• Follow up on acceptable magnetic components• May need to run a quick calculation to determine the magnetic field created by a stepper motor and the forces experienced by an external magnetic field.• Will we be able to utilize the empty cavity on the air bearing• Need to ask GA opinion on which method they want to use for refocusing the CG	

Next formal meeting: 04/02/20, WebX conference call @ 9:30 am