

# MEETING MINUTES

## Topic: Staff Meeting

Wednesday, August 19, 2020

11:55 am – 12:15 pm

Minutes recorded by: Zack Retzlaff

Meeting called by: Dr. Oman

Attendees: Richard, Jackie, Zack, Jacob, Dr. Oman

Please bring: CAD, Laptops, Bill of Materials, Final CDR from last semester

Table 1. Record of meeting.

<b>11:55 am – 12:00 pm</b>	<b>Update on the Project</b> <ul style="list-style-type: none"><li>Went over a few items in our CDR from last semester</li><li>Dr. Oman detailed that she already knew about our project description and goals</li><li>Dr. Oman also asked about our final report, which we made in presentation format due to our clients' desires</li></ul>	Zoom Online Meeting
<b>12:00 pm – 12:10 pm</b>	<b>Discussion of CAD model</b> <p>CAD:</p> <ul style="list-style-type: none"><li>Jacob went over the rough CAD model in our final report after transitioning over to the actual Solidworks model</li><li>Jacob and Zack discussed GA's feedback to the team at the end of last semester as well as how we are going to improve our design</li><li>Dr. Oman was satisfied with our CAD model</li></ul>	Zoom Online Meeting
<b>Remaining Minutes</b>	<b>Moving Forward</b> <ul style="list-style-type: none"><li>Discussed our bill of materials (BOM) and determined we are ready to start prototyping and purchasing items for our CAD model</li><li>Dr. Oman told the team to send items with web links to her ASAP to get items ordered although communication with the higher executives in the EGR department hasn't been good</li><li>Concluded the meeting without any questions unanswered or any concerns from Dr. Oman</li><li>The team determined that we will meet on Friday during class time to discuss which items we want to order</li></ul>	Zoom Online Meeting

Next Staff Meeting: 08/26/20, Zoom call @ 11:50 am