

MEETING MINUTES

Topic: Client – Staff Meeting

Date: Monday, September 14, 2020

Time: 11:30 pm – pm

Location: NAU Engineering Conference Room

Minutes recorded by Zack Retzlaff

Meeting called by All Members

Attendees: All Group Members

Table 1. Record of meeting.

11:30am-12:00pm	<ul style="list-style-type: none">• The team started out by catching up for a few minutes and looking through all of the parts Jacob brought in person• We then started to talk about schematics for our design and drew up a few rough sketches
12:00pm-1:00pm	<ul style="list-style-type: none">• We discussed how we wanted to connect our hosing to our pneumatic motors and what would be the most effective route• The team determined that we would hook the hose up to each individual motor and solenoid individually and build in a pause into our Arduino code
1:00pm-2:10pm	<ul style="list-style-type: none">• Made sure we had all of the pieces to put together our counterweight assemblies on Wednesday• Determined what each team member needed to do between now and Wednesday to make sure we were making significant progress• Planned where to meet for our next meeting and what we wanted to accomplish before our client meeting with Dr. Oman on Friday.

Next formal meeting: 09/16/2020 – Teams Call with crew

Next members responsible for agenda: N/A.

and meeting minutes: Jackie.