

Subject

To: All members

From: HPVC Capstone 2020

Date: 9/25/2020

Re: Staff meeting minutes

Time Start: 10:30 am to 12:30pm – 98C

- Team met with Mr.Perry to discuss about the new requirements and update him about the progress of the project
- Team created a timeline with due dates finish manufacturing and assembly process of the vehicle
- We assigned roles for who's doing what going forward
- Discussed how to deal with the wrong tubing shipment we received (1018 Steel but we ordered 4130 Steel tubing)
- Discussed design report how to make one report for capstone deliverables and ASME final design report
- Redefined the requirements