

# MEETING MINUTES

## Topic: Project Requirements

Monday, March 1, 2013

1:30 pm – 2:00pm pm

Minutes recorded by Scott Mesoyedz

Meeting called by Travis

Attendees: Sean McGee, Travis Harrison, Connor Hoffmann, Scott Mesoyedz

Please bring: N/a

Table 1. Record of meeting.

<b>2:20 pm to 2:30 pm</b>	<b>Discussion of Feedback for PowerPoint Presentation</b> <ul style="list-style-type: none"><li>• Discussion led by Travis.</li><li>• Went over feedback give.</li><li>• Discussed solutions and future approach.</li><li>• Planned the rest of the meeting and future meeting plans.</li></ul>	MS Teams
<b>2:30 pm to 2:50 pm</b>	<b>Discussion of Approach for Paper</b> <ul style="list-style-type: none"><li>• Discussion led by Sean</li><li>• Compared times to meet for group editing.</li><li>• Reminder of what sections each team member is covering.</li></ul>	MS Teams
<b>2:50 pm to end</b>	<b>Meeting Wrap-up</b> <ul style="list-style-type: none"><li>• NDA's are coming.</li><li>• Travis in interested in 3D printing a model of the test stand as a dry run.</li><li>• Discussion about milling techniques for 3D printed stand.</li></ul>	MS Teams

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Everyone does their own literature review	Everyone	3/5/21	
Part of 4.1, 3.2.1, test stand 3.2.2, and all of 4.2	Travis	3/5/21	
All of part 5, and moving mass 3.2.2	Scott	3/5/21	
2.1, 2.2, 3.1, and 3.2.2 safety	Connor	3/5/21	
1, 2.3, 3.1, 3.3, and solid works model	Sean	3/5/21	

**Next formal meeting: 3/3/21, MS Teams, at 6:00 pm.**