

## Meeting Minutes Team NPOI – P5

02/14/2023

1400-1530

Attendees:

Trung Son Nguyen, Jim Clark, Dustin Haines, Bradley Kingsley

Key Points:

1. Trung Son Nguyen:
  - a. Presentation: quick notes and discussion. slide org.
  - b. Snoot Cover: looks good.
  - c. Action Items: Make a front plate for the front of the foam wall. Reduce the tube length to only stick out 1". Snoot Cover: 3 Velcro products and 3 fabrics that seem usable in the snoot cover (opaque and little air flow). Redo presentation purpose quote from JC: "provide permanent interface feed through for the fast delay lines to inner room. Eliminate the gantry crane for maintenance and upgrades of FDL's. "
2. Dustin Haines:
  - a. Website: website cleanup and discussion.
  - b. Action Items: website aesthetic update and add pictures. Help Son with the snoot cover. Slide modifications. Add to Gantt chart.
3. Bradley Kingsley:
  - a. CAD Update: need met window adjustable and a few presentation org. Things.
  - b. Action Items: remove foam wall numbering from CAD photos. Make adjustable met window frame. Presentation organization. FDB of Christmas tree and snoot plates with bolt sized FOS table.

Jim Clark Action Items:

- images of NPOI for website.
- Redline rear seal plate assembly drawing packet.
- get ready for the full assembly design review (2/21).

**Next Meeting: 2/21 @ 2pm in 202b (JC office)**

## Meeting Minutes Team NPOI – P5

02/21/2023

1400-1500

### Attendees:

Trung Son Nguyen, Jim Clark, Dustin Haines, Bradley Kingsley, Nicholas Green (NPOI Mech. Engineer)

### Action Item Updates:

- Son: Velcro selection and fabric selection display and discussion + snoot cover design update
  - Good choices and selection, we picked a fabric. Snoot design is coming along well.
- Dustin: upcoming website check update, what do you need? + UGRADS signup
  - Needs team info for website. Will have website ready for review 2/28 and submitted 3/3 to BBLearn.
- Bradley: Overall CAD Design Review and notes/comments + What needs to be printed and what parts have been updated since last meeting.
  - Review went well, a few notes taken. Lots to do and lots to keep rolling.
- JC: N/A unless anyone has any questions.

### Action Items:

1. Trung Son Nguyen:
  - a. Deliver .STEP file of in-wall snoot cover design for printing.
  - b. Use white/black fabric with black surface on the inside of the cover.
  - c. Develop 3D model in SW showing how the cover will have the rods inserted/placed for review.
  - d. Complete full snoot cover model in SW, ready for creation, by 03/03/2023.
2. Dustin Haines:
  - a. Obtain resume, linkdin hyperlink, and project/portfolio from all for website.
  - b. Complete website for review in meeting 02/28/2023.
  - c. Submit completed and reviewed website to BBLearn by 03/03/2023 for grading.
3. Bradley Kingsley:
  - a. Update metrology window design to allow for larger window if desired later, this will ensure the snoot plate does not have to be fully remade.
  - b. Add initial position pins to snoot plate for start positioning and aligning. (use pins for a level to sit on and ensure no obstructions).
  - c. Define the clamps to use of the rubber snoot hosing, hex drive and heavy duty/large clamping area.
  - d. Send Nick and JC the zoom link for 2/28 meeting at 2pm.
4. Jim Clark Action Items:
  - a. N/A

**Next Meeting: 2/28 @ 2pm in 202b (JC office)**

Meeting Minutes Team NPOI – P5

02/28/2023

1400-1530

Attendees:

Trung Son Nguyen, Dustin Haines, Bradley Kingsley

Action Item Updates:

-66% PRESENTATION SLIDE BREAK UP!!!!

- Son: STEP File? Rods in cover display! full snoot cover showing. Poster Design Showing!
- Dustin: Website review and notes to fix before 03/03! UGRADS submission to Dustin!
- Bradley: rubber hose and hose clamps? Current DRW status?
  - Bring up testing plan, testing results, operations/assembly manual!!!!!!
- JC: N/A unless anyone has any questions. MIA FROM MEETING.

Action Items:

1. Trung Son Nguyen:
  - a. Send individual part .STEP of the snoot cover to teams for 3D printing 2/29
  - b. Start poster design (determine size, what is necessary for NAU's requirements, etc) 3/4
  - c. Finish snoot cover in CAD (all parts done, all assembled) 3/3
  - d. Send LinkedIn and resume to Dustin 2/28
  - e. Presentation slides: design efforts and manufacturing plan.
2. Dustin Haines:
  - a. Hustlin on the website, finish by 3/3
  - b. UGRADS registration project description and submit to NAU and BBLEARN 3/2
  - c. Presentation slides: purchasing and grant chart
3. Bradley Kingsley:
  - a. 3D print a ton of parts
  - b. Presentation sections: demonstration
  - c. Make drawings for front SP and snoot stand
4. Jim Clark Action Items:
  - a. MISSING IN ACTION
5. Items to Be started:
  - a. UGRADS Registration – Dustin - MARCH 5 LATEST
  - b. UGRADS Poster – Son – DRAFT BY 03/07 (GENERAL LAYOUT AND NEEDED NAU STUFF)
  - c. Testing Plan – BEGIN BY ASKING PROF ABOUT WHAT THE TEAM SHOULD DO
  - d. Spec sheet & operations manual – WHAT DOES JC WANT?
  - e. 66% Presentation - MARCH 9 – START
  - f. WHAT IS THE TEAM DOING SPRING BREAK? WE NEED TO PROGRESS THIS PROJECT ALONG AT 150% THE PACE TO ENSURE WE COMPLETE IT PROPERLY.

**Next Meeting: 03/07 @ 2pm in 202b (JC office)**