

MEETING MINUTES

Topic: Project Requirements

Thursday, 11,3, 2016

4:15 am – 6:00 pm

Minutes recorded by Uday Kadhum

Meeting called by Jessica Collins

Attendees: Jessica Collins, Micael Ljungberg, Uday Kadhum, Jason Troxler, Sara Hamadah, Bader Alfadhli

Please bring:

Table 1. Record of meeting.

4:15 pm – 4:35 pm	Discussion/ implementation of the design <ul style="list-style-type: none">• Discussed feasible methods to implement design.• Discussed the best selected material.• Discussed budget and parts purchase.	SLC
4:35 pm – 5:00 pm	Discussed upcoming assignments <ul style="list-style-type: none">• Discussed the individual analytical report.• Discussed the final report, and deadlines	SLC
5:00 pm – 5:30 pm	Discussed design links and testing procedures <ul style="list-style-type: none">• Discussed engineering requirements such as spindle power, tooling, and deflection.• Discussed frame and bearing deflection.• Discussed z-axis travel.• Discussed G-coding and controllers.	
5:30pm – 6:00pm	Design modification discussion <ul style="list-style-type: none">• Discussed designing a partial shielding for the CNC table.• Discussed different components and parts.	

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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Finish individual design	Team	10/13/16	10/13/16
Update each house quality with DL and Tp	Team	10/13/16	

Next formal meeting: 10/13/2016 at 4pm unless notified differently.