

# MEETING MINUTES

## Topic: Project Requirements

Thursday, January 26, 2017

5:30 pm – 6:20 pm, 6:45 pm – 8:00 pm

Minutes recorded by Jason Troxler

Meeting called by Jessica Collins

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

Please bring: Nothing Required

Table 1. Record of meeting.

5:30 pm – 5:54 pm	<b>Micael-Updates On Tasks Assigned</b> <ul style="list-style-type: none"><li>• Dust shoe research for CNC machine<ul style="list-style-type: none"><li>○ Purchase price ~\$130</li><li>○ Initial estimate build ~\$60</li><li>○ Possible material options for build<ul style="list-style-type: none"><li>▪ 3D printing (ABS)</li><li>▪ Sheet Metal</li><li>▪ Acrylic sheet</li></ul></li></ul></li><li>• Instruction Manual for CNC machine<ul style="list-style-type: none"><li>○ Started initial research from Haas Manual<ul style="list-style-type: none"><li>▪ At this point we do not have enough information to generate a manual</li></ul></li><li>○ Has started creating sections, and has ideas for more sections<ul style="list-style-type: none"><li>▪ Tool changing</li><li>▪ G-code</li><li>▪ Plugging in/start up</li><li>▪ 10 major headings have been created at this point</li></ul></li><li>○ Do we need to create an assembly section for this manual?</li></ul></li></ul>	Internet Cafe
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5:54 pm to 6:05 pm	<b>Jason-Updates on Assigned Tasks</b> <ul style="list-style-type: none"> <li>• Waterjet cutting <ul style="list-style-type: none"> <li>○ Has spoken with southwest waterjet in Phoenix <ul style="list-style-type: none"> <li>▪ Quote has been received \$130.25</li> <li>▪ Tolerance does not seem ideal for machine parts. Looking into this more <ul style="list-style-type: none"> <li>• Sales rep claims 0.06” tolerance. Seems too large for machined parts</li> </ul> </li> <li>▪ Will follow up with waterjet cutter to confirm tolerance and get quote for higher tolerance cutting</li> </ul> </li> </ul> </li> <li>• Parts for machining <ul style="list-style-type: none"> <li>○ Several drawings are done that the team can start on now.</li> <li>○ Micael and Jason will start machining base extrusions on Friday</li> <li>○ Three more drawings are ready to start the week of 1/30/2017</li> <li>○ 4 Drawings waiting on press fit tolerances prior to building <ul style="list-style-type: none"> <li>▪ Will talk to machine shop and reference other material to find these tolerances</li> </ul> </li> </ul> </li> </ul>	Internet Cafe
6:05 pm to 6:08 pm	<b>Sara-Updates on Assigned Tasks</b> <ul style="list-style-type: none"> <li>• Updates to final proposal <ul style="list-style-type: none"> <li>○ Changed first 5 sections of final proposal to past tense per the requirements on BBlearn <ul style="list-style-type: none"> <li>▪ Jessica will verify that the Final Proposal posted on one drive is the latest version</li> </ul> </li> </ul> </li> </ul>	Internet Cafe
6:08 pm to 6:20 pm	<b>Bader-Updates on Assigned Tasks</b> <ul style="list-style-type: none"> <li>• Has updated web-site to include all required fields since last meeting</li> <li>• Requires several items from team for the web-site moving forward <ul style="list-style-type: none"> <li>○ Needs all meeting minutes <ul style="list-style-type: none"> <li>▪ We can post on one drive and Bader can upload weekly</li> </ul> </li> <li>○ Needs design concepts from last semester <ul style="list-style-type: none"> <li>▪ These should be on one drive but needs to be verified</li> </ul> </li> <li>○ Details of final Design <ul style="list-style-type: none"> <li>▪ This can be provided by team</li> </ul> </li> <li>○ Photos- currently in one folder <ul style="list-style-type: none"> <li>▪ Team talked about posting all photos in one drive in different folders. <ul style="list-style-type: none"> <li>• Prototype</li> <li>• Build photos</li> <li>• Completed build photos</li> <li>• Videos of all of these?</li> <li>• Photos of team?</li> <li>• Photos of parts created?</li> </ul> </li> <li>▪ Whomever posts photo will add comment</li> <li>▪ Bader will post photos to the web site</li> </ul> </li> </ul> </li> </ul>	Internet Cafe

<b>6:30 pm to 6:45 pm</b>	<b>Staff meeting with Dr. Trevas</b> <ul style="list-style-type: none"> <li>• Time not included in team meeting</li> <li>• Covered team roles for new semester</li> <li>• We need to ensure every member has a technical task to work on. This needs to be worked on by every member and is not the teams job to find work for someone</li> </ul>	Rm. 218
<b>6:55 pm to 7:45 pm</b>	<b>Review of Deliverables for 2017 Spring Semester</b> <ul style="list-style-type: none"> <li>• Reviewed PowerPoint presentations as a team to discuss what we need to accomplish</li> <li>• Discussed progress presentation for 1/2/2017 <ul style="list-style-type: none"> <li>○ Project design – Sara</li> <li>○ Updates – Jessica</li> <li>○ Manufacturing – Uday/Micael</li> <li>○ Schedule – Bader</li> <li>○ Budget – Jason</li> <li>○ Team will meet on Sunday 1/29/2017 to go over presentation</li> </ul> </li> <li>• Technical tasks for the team were discussed. At this point, only 3 members can create parts, one additional member has basic shop training. We need technical tasks that all can do. <ul style="list-style-type: none"> <li>○ Sara – Either design dust shoe or control box. She will research which she prefers to do and let the team know by Sunday 1/29/2017</li> <li>○ Micael – Machining parts / Assembly / Will design either dust shoe or control box, whichever Sara does not want</li> <li>○ Uday – Can design Router holder. Team needs to discuss this with him</li> <li>○ Bader – Will assist with assembling the sub-assemblies, the z-axis was discussed in particular but he can assist with all assemblies.</li> <li>○ Jason – Machining parts / will create most part drawings for machining / assist with assembling / work on smoothie board configuring</li> </ul> </li> </ul>	Capstone Room
<b>7:45 pm to 8:00 pm</b>	<b>Discussed Tasks that need to be completed this week</b> <ul style="list-style-type: none"> <li>• Submit part files to southwest waterjet to get final quote</li> <li>• Start making parts this week</li> <li>• Drop off material to Southwest waterjet</li> <li>• Talk to David Willy to update him on build progress and see if he has any concerns</li> <li>• Start creating drawings to submit to the machine shop</li> <li>• Get signatures for WO submissions and PO ASAP</li> </ul>	Capstone Room

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Submit part files to southwest waterjet to get final quote	Jason	1/27/2017	1/27/2017
Start making parts this week	Jason/Micael/ Jessica	1/27/2017	1/27/2017

Drop off material to Southwest waterjet	Uday	1/27/2017	1/27/2017
Talk to David Willy to update him on build progress and see if he has any concerns	Micael	1/27/2017	1/27/2017
Start creating drawings to submit to the machine shop	Jason	1/30/2017	
Get signatures for WO submissions and PO ASAP	Jason	1/30/2017	
Ensure latest version of Final Proposal is posted and edited	Jessica	2/2/2017	
Decide which technical task to take on	Sara	1/29/2017	

**Next formal meeting: 1/29/2017 at the engineering building at 2:30 pm**