

MEETING MINUTES

Topic: Hardware Review Meeting

Date: 2/16/2017

Time: 6:00pm – 8:00 pm

Minutes recorded by Uday Kadhum

Meeting called by Jessica Collins

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

Please bring: preliminary parts sketches

Table 1. Record of meeting.

6:00 pm – 6:30 pm	<ul style="list-style-type: none">○ Discussion of the project progression after meeting with Dr. Trevas and the TA Michael for stuff meeting○ Discussion of team's previous tasks that were accomplished.○ Discussion of the first Hardware review for the semester.	EGR 218 room
6:30 pm – 7:00 pm	Reviewing Previous Tasks <ul style="list-style-type: none">• Sara brought the preliminary design for the dust shoe• Updates from Micael regarding the control box design.• Updates from Jason regarding the gantry panel.• Bader brought the preliminary design for the mounting feet.• Uday brought the preliminary design for the router mount	EGR 218 room
7:00 pm – 7:30 pm	Parts machining and installation <ul style="list-style-type: none">○ Discussion of the available parts that are ready to be installed and getting new parts ready for machining○ Constructing plans to install parts○ Software and operating system updates	EGR 218 room
7:30 pm to 8:00 pm	Other topics and budget discussion <ul style="list-style-type: none">○ Discussion of budget and ways on saving parts and production costs.○ Discussion of submitting budget increase request form.○ Discussion of next week plans	EGR 218 room

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Prepare for next hardware meeting	Team	2/23/2017	
Finish working on the gantry	Jason	2/23/2017	
Parts machining	Jessica and Micael	2/23/2017	
Parts installation	Bader, Uday, Sara	2/23/2017	

Next formal meeting: 2/23/2017 after presentation