

MEETING MINUTES

Topic: Hardware Review Meeting

Date: 2/23/2017 and 2/24/2017

Time: 6:00 pm– 6:30pm

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Time: 9:00 am – 11:00 am

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: CNC components for installation

Table 1. Record of meeting.

6:00 pm – 6:30 pm	<ul style="list-style-type: none">○ Discussion of the first hardware meeting with dr. Trevas and the teacher assistant Michael Bair after presenting the finished parts to them, and taking notes.○ Discussion of team's plan to install the CNC machine parts at the machine shop.	EGR 218 room
6:30 pm – 7:00 pm	Reviewing Tasks <ul style="list-style-type: none">● Updates from Sara's design of the dust shoe and the requirements.● Updates from Bader's design of the machine mounting feet.● Updates from Uday's design for the router mount● Update from Micael's design of the control box.	EGR 218 room
9:00am – 9:30 am	Parts machining and installation at the machine shop plan <ul style="list-style-type: none">○ Proceeding with the Machine installation○ Installation of the machine platform and the walls○ Modifying some parts to fit better○ Installation of the linear rails and bearings○ Discussion of the design of the spindle holder.	98C

9:30 am to 10:00 am	Other topics and upcoming plans <ul style="list-style-type: none"> ○ Discussion of budget and the submission of the budget extension ○ Planning for the next scheduled parts machining and installation. ○ Discussion of the software and control box 	98C
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Prepare for next installation session	Team	3/2/2017	
Finish working on the gantry	Jason	3/2/2017	
Parts machining	Team	3/2/2017	
Spindle Mount design	Uday	3/2/2017	
Mounting feet design	Bader	3/2/2017	
Dust shoe design	Sara		

Next formal meeting: 3/2/2017