

MEETING MINUTES

Topic: Assignments and manufacturing

Date: 3/2/2017

Time: 5:30pm– 7:45m

Minutes recorded by Uday Kadhum

Meeting called by Jessica Collins

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

Table 1. Record of meeting.

5:30 pm- 6:15pm	Tasks and assignments <ul style="list-style-type: none">○ Discussion of finding the best clamping mechanism for the CNC machine○ Discussion of finding the best options to design feet for the machine that are cost effective/○ Researching different options for the design of the dust shoes.○ Discussion the initiation of producing a poster for the project.○ Discussion of revising Uday's design for the router mount to fit the dimensions.○ Discussion of Sara's rule and potential addition to her title.	EGR 218 room
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6:15 pm – 7:00 pm	Upcoming deadlines and reports submission <ul style="list-style-type: none"> • Reviewing the Ugrad registration that was filled by Jessica Collins • Reviewing sections written in the mid-Point report and editing these sections that included editing the abstract and the presentation sections as well as the reminder of the report to meet the expected requirements. • Discussion of the Mid Point presentation and dividing slides between team members that include the project description, manufacturing, schedule, and budget. • Discussion of Micael efforts to raise more money for the project, and contacting sponsors. • Discussion of the spindle diameter and researching options for the software. 	EGR 218 room
7:00 pm–7:45 pm	Parts machining and manufacturing plans <ul style="list-style-type: none"> ○ Jason will continue machining more parts and working on installing the already finished parts ○ Discussion of beginning with testing procedures. ○ Installing the z-axis parts and the assembly of the gantry panel. ○ Discussion of budget increase. ○ Getting necessary signatures to proceed with budget expansion. 	EGR 218 room

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Draft registration update	Team	3/3/2017	
Finishing mid-Point report and submission of updates	Micael	3/3/2017	
Parts machining and assembly of Z axis and gantry panel	Jason Jason, Bader & Micael	3/4/2017	
Spindle Mount design	Uday	3/9/2017	
Mounting feet design and uploading data to the website	Bader	3/3/2017	
Dust shoe design	Sara	3/9/2017	
Edit the Mid-point	Jessica & Jason	3/3/2017	

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Next formal meeting: 3/9/2017