

Staff meeting w/ Dr. Willy – 03/10/2021, 2:20PM-2:55PM

Upcoming deliv, analytical memos

Deliv

Wbsite Friday

Analytical memos next week?

Pres 3 coming up

Website

We're supposed to be turning in a "skeleton of a website" this time

Attach documents as a kind of portfolio

"Put the stuff that is your best leg forward, probably presentations, reports"

Also put meeting minutes

"Include a blip on each member... [Position] ... Expertise in ..."

Provided NDA

Update highlighted portions

Contact info: follow formatting from others

Analytical memos

Travis: Shaft, bearing design

Scott: Power/torque/speed curve of motors, what's needed, different motors

Sean: Belts, width, power loss, strong enough for mass

Connor: Dynamics, moving mass, structure

Pres. 3 far off, discuss more later

Budget

Takes time to withdraw funds

Reimbursement process is potentially lengthy

Some teams pay for occasional items out of pocket

Purchases submitted beforehand get submitted ~weekly

Often teams don't "lock down" their design soon enough, order parts, change design, have to purchase new parts

"No you cannot put in a reimbursement for X feet of filament. They say you had to buy a spool, you'll use that spool for the project, get reimbursed for it. I'm not going to be counting grams of filament"

#### Machine shop

Busy Dec/Jan/Feb

March, Baja is largely done

Can alternatively outsource to some other machine shop, but stuck at their rates, queue

"Be very aware of how busy the machine shop is, fortunately Fall is pretty quiet"