

# Meeting Minutes: 360 Designs

## *Call to order*

A meeting of 360 Designs was held at the Engineering Design Suite on 9/17/2019. Attendees included Tanner Sloan, Jake Metter, Mark Jennings, Max, Philip, and Dr. Beyerlein.

## *Agenda*

1. Introductions (if mentors are present)
2. Review Team Contract, Sign Contract
3. Project scope/ ideas: brainstorm and discuss creative idea
4. Questions for Encoder Projects Visit – need, want, wish? Project Requirements?
5. Encoder Visit
6. Commercial Art Program
7. PCL-HMI Options
8. Class schedule
9. Wiki Page
10. Draft Budget

## *Reports*

- Heading to Encoder Products on Thursday at 5:45 am.

## *Unfinished business*

- No unfinished business.

## *New Business*

- We have selected to use 10” PLC HMI display from Unitronics. Size is plenty large, and it offers multitouch, which could be desired in the future. Unisteam 10.4 from Unitronics.
- Team contract reviewed and signed.
  - o Mark to scan and upload as pdf to drive.
- Tanner to create a folder on drive for meeting minutes and create template.
- Describing: create a tabletop display/device to exhibit the encoder products.

- o Ideas:
  - make it cool/fun
  - eye-catching
- Questions for Thursday:
  - o Multidirectional?
  - o what are all the specs for encoders?
  - o What is the budget in detail?
    - if we need more money, what is the process?
  - o how often should we set up meetings?
  - o Skype meetings, conference calls, or in-person?
  - o what types of uses do people/clients have for their encoders, and how big of uses?
  - o final dimensions of desired product?
  - o Ask about any ideas they may have currently, or specifics that they would like to be implemented.
  - o Will stepper motors be provided? What are our options?
- Initial budget: about \$2000 (~\$500 shop [or less], travel expenses, secondary display, sensors, motors)
  - o Jake to create initial
- Plenty of hardware and materials in the cabinet available for the future. (Max)
- Graphic design students could aid with designing certain aspects of the product, whether it be layout or logo.

### *Announcements*

- Meeting on Thursday in the HR parking lot to head to Sagle to visit Encoder Products.
- Budget due thursday.
- Wiki page upcoming, but not pressing.

### *Adjournment*

The meeting was adjourned.

Tanner Sloan - 9/17/2019

*Secretary*