

UI Debalers 2.0

Instrumentation and Data Collection for Debaler Project Meeting minutes

Location: Zoom

Date: 10-8-2020

Attendees: Evan Allen, Nathan Stout, Benjamin Zimmerman, Hope de Avila, Dr. Brian He,
and Cobi Brower

Time: 3:30-4:45 p.m.

• Meeting Agenda

- Go over the items due today and how to turn them in
 - Team Portfolio
 - Individual Logbooks
- Discuss the Snapshot 1 plan (Snapshot 1 is on Tuesday 10/13/2020)
- Work on Snapshot 1 Poster

• Meeting Notes

- Discussed Portfolio and Logbook Submission
 - Turn Portfolio in via OneDrive (no need to send email since Dev and Dr. Brian have access to the folder). Also make a single folder titled "Portfolio" that contains multiple folder files labeled with identical headings as the ones listed in the grading rubric
 - Submit logbooks to OneDrive (make folder to submit logbooks)
- Plan for Snapshot 1:
 - Work in shifts to give team members time to visit other booths. The team has decided to have two members man the virtual booth for each shift. We will have two people at a time. Shift 1 (first 37.5 mins) Ben and Evan. Shift 2 (second 37.5 mins) Nathan and Hope.
 - Present the poster and our current progress while working the virtual booth
- Worked on and completed Snapshot 1 Poster
 - Mentor Suggestions: Add Objective, Plans, and any images we can include.

• Action Items In-Progress

Action Item	Personnel Responsible	Status	Deadline
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Snapshot 1 Materials	All members	In-Progress	10-13-2020
Design Validation Plan	All members	Not Started	10-22-2020

- **New Action Items**

Action Item	Personnel Responsible	Status	Deadline
Prepare for Presenting	All Members	In-Progress	10-13-2020