

UI Debalers 2.0

Instrumentation and Data Collection for Debaler Project Meeting minutes

Location: Zoom

Date: 11-5-2020

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

Time: 3:30-4:00 p.m.

• Meeting Agenda

- Discuss Wiki-Page draft
- Discuss progress on design ideas
 - Tested the broom on the processing head
 - Picked out our controller (PLC ~ \$80)
- Continue getting things ready for the design review on 11/11/2020 at 3:00 p.m. PST

• Meeting Notes

- Dr. Brian said that the value proposition looks good, below are his comments
 - We did a good job stating the objective
 - We did a great job describing the problem, but we need to add a statement that ties our project objectives to solving this problem
- Our mentor told us to work on our design review and keep the below items in mind as we work
 - Dr. Brian suggests sending our presentation to our client before the design review
 - The presentation should not be larger than 20 slides
 - We should choose 1 to 2 presenters and the rest will answer questions (we will decide this Tuesday)
- Dr. Brian also went over the purchasing procedure with us again
 - Add parts and expected expenses to logbook and show it to Dr. Brian
 - Buy parts and upload a copy of the receipt to the OneDrive and add the costs to the logbook.
 - Take the official receipt and credit card back to Dr. Brian

- The team caught Nate up on the progress made yesterday
 - We filled Nate in on how the testing went, and the type of controller we are looking into
 - The hay elevator is without a motor. Nathan will get the hay elevator soon and hopefully before the design review.
- There will be a team meeting/work day on 11/10/2020 at 2:00 in JML. We will zoom in for Nate

● **Action Items In-Progress**

Action Item	Personnel Responsible	Status	Deadline
Wiki Page	Ben	Completed	11-5-2020
Design Review	All Members	In-Progress	11-13-2020
Control System Design Completion (New)	Evan	In-Progress	11-11-2020
Conveyor Completion	Nathan and Ben	In-Progress	11-11-2020
Improvements to processing head Completion	Hope	In-Progress	11-11-2020

● **New Action Items**

Action Item	Personnel Responsible	Status	Deadline
Create Presentation for Design Review	Evan	Not Started	11-10-2020