

Meeting Minutes

Date: February 15, 2018

Time: 4pm

Location: Design Suite

In Attendance: Jake Hall, Adam O'Keefe, Joe Stanley, Will Seegmiller, Rachel Rosasco

Discussed Items:

1) Updates –

- New diagram needs to be built, process flow diagram
- Motor speed reduction discussion, potentially use DC motor
- Building in progress in bay 82
- Business Pitch – advice on the pitch, also get meeting with the patent office

Action Items:

Items to be worked on before next meeting, includes continuation of previous action items not completed

Team Member	Action Title	Action Description
Jake	Model	Work on new model
Will	Calculations	Continue work on calculations
Joe	Motor	Look into DC motor option
Adam	Project Work	General project work and building
Rachel	Project Work	General project work and building