

# Team Meeting

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Date: 7/14/2020

Time: 11:30 am PST

Location: Team Zoom Link- <https://uidaho.zoom.us/j/93624915111>

Attendees: Ben McBride, Khari Amos, Cody Gibson, Hasan Alajmi, Mathew Swenson

## Agenda/Minutes

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Agenda item: Portfolio Review/Schedule Revamp

Discussion: Upload research topics to project learning folder, team members should have 1 to 2 areas of research uploaded. Ben proposed a color scheme for the project schedule. Swenson would like to see the schedule broken into smaller sections (divvy out more work to team members).

Conclusions:

Action items	Personnel Responsible	Deadline
Add research topics files to project learning	Ben, Khari, Hasan, Cody	7/17/20
Begin adding more defined tasks to the schedule	Ben	7/17/20
Add DVP template, PVP, and Concept Design Review Rubric to portfolio	Cody	7/17/20

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Agenda item: Design Decision Matrix/Engineering Spec

Discussion: Desktop model will be a combination of Ben and Khari's designs. A basket/chute will implement one needled roller and one smooth roller at the exit of the apparatus. The walls will be angled to funnel fish to the bottom. There will be no formal decision matrix, the team agreed that it was not needed, and the team also agreed on all the design ideas for the desktop model.

Conclusions:

Action items	Personnel Responsible	Deadline
Come up with rough dimensions and email to Hasan	Ben	7/15/20
Create a 3D model of the prototype for Thursday's meeting	Hasan	7/16/20

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Agenda item: Design Validation Plan

Discussion: Design Validation Plan is due on Monday 7/20/20, it would be beneficial to have a specific design in mind so that we can build the (DVP). All team members should come up with 3 to 4 items to add to the (DVP).

Conclusions:

Action items	Personnel Responsible	Deadline
Add 3 – 4 items to the DVP	Ben, Khari, Hasan, Cody	7/16/20

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## Additional Information

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Resources:

Special Notes:

- Proposed design review for our team is on July 27, 2020.
- Rollers: moving forward we need to order the standard handheld rollers and not worry about working with a manufacturer. Possible ordering options through: Walmart, Amazon.