

# UI Debalers 2.0

## Instrumentation and Data Collection for Debaler Project Meeting minutes

**Location:** Zoom

**Date:** 10-1-2020

**Attendees:** Evan Allen, Nathan Stout, Benjamin Zimmerman, Hope de Avila, Jacob Brower & Dr. Brian He

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

### • Meeting Agenda

- Discuss teams progress and current plans of action
- Discuss the recent edits made by the team on the product requirement document
- Discuss the project schedule that has been completed

### • Meeting Notes

- Discussed current progress and plans for the upcoming weeks
  - The team updated mentor on our progress and what we are doing as far as the upcoming work. This included telling him about our plans for next meeting which is prepare and discuss design ideas and knowledge gained from literature reviews
  - We also discussed how it may be a great idea to have a poster prepared via powerpoint for Snapshot 1
- Discussed a few of the edits made to the PR document
  - The team needs to make sure to add revision numbers/dates to the document to keep an accurate record
- Briefly talked about the Project Schedule we have completed
  - The mentor was excited that we have it done ahead of time. It is important to stay ahead of the curve as much as possible to give us more time and room for error.

### • Action Items In-Progress

Action Item	Personnel Responsible	Status	Deadline
Sketches of System	All members	In-Progress	10-7-2020

### • New Action Items



<b>Action Item</b>	<b>Personnel Responsible</b>	<b>Status</b>	<b>Deadline</b>
Snapshot 1 Materials	All members	In-Progress	10-13-2020