

(Future Minutes will be posted on the Wiki Page. *Directions in syllabus*)

We discussed:

- 1) Email the meeting agenda a day in advance
- 2) Get actual log books and use a pen. Record everything!
- 2) Make the following changes to the team contract
  - Add technical tasks
  - Add who Philip will meet with concerning finances (**Santora will help here**)
  - Add note taker for when Gavin is presenting
  - Add team members are "expected to be capable of" working alone
  - Require that two people are needed in the lab when fly wheel is energized
- 3) Work on Gantt Chart and don't change it. Plot actual progress against it.
- 4) Our main goal is to **get the wheel spinning** at whatever angular velocity. (The algorithm created needs to be capable of increasing the speed to 3600RPM)
- 5) Research 3 masters theses and Brent's code used for the positioning of the magnetic bearings. (**Santora will create a drop box for these documents using his personal email**)

mjsantora@hotmail.com

- 6) Assign who will be the Wiki master
- 7) Get members access to the lab (**Santora will do this**)
- 8) "Bother" Santora this week until he gets the drop box set up
- 9) Contact stakeholders using their university emails.

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Respectfully Submitted,  
Gavin Meyer