

Time: 3:30-4:40

Duration: 60 minutes

Objective: Discuss solid work drawings, assign action items to move forward with project.

Items Discussed:

- 1) A need for getting shop certified
 - a. Contact Jake to set up a meeting time
- 2) Andy still needs to do client specifications email
- 3) A need for talking to Russ to get an idea for purchasing/machining
- 4) Idea of a Lathe tool for pipe
- 5) Need for a schedule on shared drive
- 6) Change of meeting time

Action Items:

- 1) Make Folder – Andy
- 2) Talk to Russ – Lane/Alan
- 3) Get shop certified – group
- 4) Make Schedule – Tony
- 5) Research types of teeth and cutters

UPCOMING!!!

- 1) Team Portfolio due Tuesday!
 - a. Andy will set up team portfolio
 - b. If Anyone has notes or drawings please print, 3hole punch, and bring to Tuesday's class
 - c. **Tony** – Andy Need the Generic **Schedule** for the Portfolio
- 2) Personal Log Books Due Tuesday!
- 3) Shop Certification – Tuesday @9:30 AM!!!

Note – New meeting time: Thursdays @ 10:30 AM in Senior design Suit