

Meeting Minutes

Date: January 1, 2018

Time: 4pm

Location: Design Suite

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

Discussed Items:

1) Updates –

- Jake – work on the 3D model
- Will – working on motor calculations, motor is 3600rpm and needs to be sized down to 1 rpm
- Suggestions for the motor included a system of pulleys, also a VFD to help with the motor

2) Team Meeting Schedule –

The best option with all members new schedule is to have team meeting weekly 6pm on Monday evenings

Action Items:

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

Team Member	Action Title	Action Description
Team	Project Work	<ul style="list-style-type: none">• Team needs to specify the items to be purchased• Work on solving the motor issues