

Meeting Minutes – Team Skidaddle

Location: Gauss Johnson Design Suite

Date: 6/25/2019

Time: 11:00 a.m.

Attendance

Adam Thurgood, Omar Ruiz, Saleh Alkhathami, Zach Hacker, Dr. Dan

Agenda Items

1. Portfolio
2. Skid Removal Keizen
3. Hydro-static motor idea
4. Alumni Group Call
5. Additional Team Assignments

Action Items

Item:	Assigned to:	Due by:
Write skid removal keizen	Omar & Saleh	Fri. 28 th
Hydrostatic idea development	Omar w/ Dr. Dan	Tue. 2 nd
Compile former Sr. Design member names, set up call w/ Dr. Dan	Saleh & Adam	Wed. 26 th
Establish file naming convention, electronic Portfolio system	Adam	Fri. 28 th
Update Team Contract, team assignments	Adam	Fri. 28 th
Dual-Drive skid idea development	Saleh w/ Zach	Tue. 2 nd
Electronic Power Transmission idea development	Adam w/ Dr. Dan	Tue. 2 nd
Assign skid parts to measure and model	All	Wed. 26 th
Update Budget	Saleh	Wed. 26 th
Create Gantt Chart and Action Items Draft	Saleh	Fri. 28 th

Additional Notes

For all idea development tasks, a good first step is to look at the SAE rules for potential limitations.