

Team meeting 9/17/15

4:00pm senior design suite. Everyone on the team plus Mike and Dillon.

Agenda:

Select purchaser person – Jay

Select meeting time – Monday 6:00pm - Jason

Set up conference call in ME conference room – Jay

Dropbox – Not for now. Can send individual files to him.

- Share all the DropBox files on the shared drive.

Shop orientation – all at once. Safety first, then sample trail. Teach on the fly, easier to explain then.

Ask him if October 2nd – is meeting him there or here.

Send out agenda before every meeting.

Snapshot on 13th of October.

- Problem identified and have three or four solutions
- Nothing “this is what we are doing. Just ideas”
- Poster too maybe

Binder – Start getting binder organized.

- Meeting minutes, emails. Anything the next team would need to know.

Wiki Page – will get training later

Start thinking about what needs to get down and the timeline.

Dillon usually in the office at the end of the hallway. Any questions just come find me. Dillon can text Pi if needed.

Professor Anderson – accelerometer.

Get the data from NightForce, they have already taken from scopes.

Can get mirror surface finish on parts machined by the shop.

look at old projects.

Action Items:

Select meeting time – Monday 6:00pm – Jason

- Get their data already. Maybe they already have data acquisition.

Set up conference call in ME conference room – Jay

Look up GANTT (timeline) – All

Pre-learning about accelerometers – All

Shop orientation – Wednesday 23, 2:30pm. Print shop manual on mindwork page (5 total, one for each of us and one for Dillon.) (1-1.5 hours)

Look at old projects on wiki and log books.

