

UI Debalers 2.0

Instrumentation and Data Collection for Debaler Project Meeting minutes

Location: Zoom

Date: 9-17-2020

Attendees: Evan Allen, Nathan Stout, Benjamin Zimmerman, Hope de Avila, & Dr. Brian He

Time: 3:30-4:00 p.m.

• Meeting Agenda

- Discuss the set client meeting date
- Revisit the client questions generated by the team
- Talk about any other plans of action before/after the client meeting
- Discuss Budget submission with Mentor

• Meeting Notes

- Client Meeting Details:
 - Date: 9-21-2020 Monday Time: 2:30 – 4:00p.m. Where: UI Campus Conference room. Nate will ensure that this date and time still works for the client
 - Client may want to use Microsoft Teams to contact us
 - Dr. Brian He should be able to make it but will not ask questions, that will be our job
- Budget Discussion and areas of Improvement
 - Safely over budget to account for unknown expenditures that may occur. If you don't use all of it, then it can roll over to another area or back to the client
 - It is perfectly fine to revise/refine the budget along the way as we learn more about what the client wants and how to execute that
 - We do not need to have a misc. budget item for a buffer. Just add that allotted buffer to other expenditures
 - Don't hesitate to negotiate for more money with the client in order to execute a preferred or desired design/system

• Action Items In-Progress

Action Item	Personnel Responsible	Status	Deadline
Schedule	Nathan Stout	In-Progress	10-1-2020

Client Meeting Prep (Individual)	All Members	In-Progress	9-18-2020
Client Meeting	All Members	Set on 9-22-2020 from 2:00 – 3:30	9-22-2020
Product Development Requirements	All Members	Not Started	9-24-2020

• **New Action Items**

Action Item	Personnel Responsible	Status	Deadline
Client Meeting Minutes (Prep and Completion)	Evan Allen	In-Progress	9-21-2020