

## Team Meeting #2

09/12/19

Time to Complete Client Interview:

- Contact them immediately
- Over the phone as much as possible
- Rennie will contact with our current meeting time
- Find frequency of meetings that Angel would like
- Swenson wants to be there for Angel's meetings as well

Budget

- \$5000
- However, it will be less than that
- It will be about \$1750
- We will get the exact number at the next meeting

Logbook Specs

- Table of Contents (Must)
- Attachments must be permanently adhered to it
  - Tape around the sides
  - Most attachments are unnecessary in the logbook
  - You can file most attachments in the E-Portfolio instead
- Lab Notebooks should be our raw notes
- You can have more than one entry per page
- If you have a blank space you must completely block it out
  - Instead of that just fill it up
- Only way to screw up the logbook is to not do it
- Put all of your ideas and reflections in there
- It is a personal depository for thoughts
- Have a page entry about every day
- It should have sketches and calculations, etc.

Boeing Contact

- Start with email
- Phone number is attached to his email handle

Questions for Angel

- Wait for the Client Interview
- Separately think of questions then come together

- Use those questions as a checklist
- Create a strategy based on those questions
- Some questions
  - Time Requirement on the system?
  - Has any assignment been done on this before?
    - Swenson says it is the first time our school has worked on it.
  - Diameter of insulation (inside/out)?
  - Table Length? (16 ft.)?

#### Action Item

- Make a list of questions for Angel

#### Team Expectations

- Behave like adults
- Team Contract
- Accountability
- Don't say you can do more than you can
- Always feel free to say an idea
  - Helps create better solutions (allows new ideas)
- Don't need to print out a team contract (it can be on the E-Portfolio)
- Still friends afterwards

#### Roles

- Schedule-Ian
- Notes-Alyssa
- Budget-Kyle
- Client Contact-Rennie

#### Swenson's Goals

- Help teach us Project Management
  - If it is set up right the manager becomes a facilitator
- Project Leader split between the four of us
- Doable, we each have specific sections we are in charge of

#### Programming

- Software?
  - Ask Angel

#### Swenson's Expectations

- When we meet, bring evidence of our work
  - Ex: They say its going good with no proof and it turns out poorly

- Causes delays
- Calculations, sketches, etc.
- Gives new perspectives on those ideas
- Be open-minded and creative and have fun
- Time-Saving, saves money for the business that we are doing this project for

#### Mentor Utilization

- Primary function of the Graduate Student is to help when we need to get in the shop
- They don't have to be at all of the meetings
- They are located in GJ 113
  - Available for questions
  - They should be warned ahead of time when needing to machine a part
- Budget money and time (side note)

#### Ideas

- Pneumatics-Rennie
  - Not efficient (Ian)
  - Cutting using air
- Heated Blade- Ian
  - Potentially effect insulation (Alyssa)

#### Action List

- To be completed by the next meeting
- Email draft for Angel (Rennie)
- Schedule Overlays (Ian)
- Question List for Angel (Everyone)