

Meeting Minutes – Team Skidaddle

Location: Gauss Johnson Design Suite

Date: 7/2/2019

Time: 11:00 a.m.

Attendance

Adam Thurgood, Omar Ruiz, Saleh Alkhatami, Zach Hacker, Dr. Beyerlein

Agenda Items

1. Portfolio
2. Gant Chart
3. Alumni Group Call
4. Wiki
5. Preliminary Design

Previous 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

New Action Items

Item:	Assigned to:	Due by:
Wiki-page outline	Omar	Tue. 3 rd
Wiki-page sections: Goal, Team Info, Problem Definition, Dual Drive	Saleh	Fri. 5 th
Wiki-page sections: Specifications, Team Mem. Info, Hydro Stat	Omar	Fri. 5 th
Wiki-page sections: Documentation, Single Rear Drive, EPT	Adam	Fri. 5 th
Portfolio update & resize page format	Adam	Tue. 3 rd
Alumni call, schedule calls with Dillon & Zach L.	Omar	Tue. 3 rd
Add Items to Gantt Chart	Adam	Mon. 2 nd
Finish Stock Skid CAD Parts	All	Wed. 4 th
Assemble Stock Skid CAD	Adam, Saleh	Fri. 5 th
Draft E-mail to BRP for donated skid rails/parts	Adam, Omar	Wed. 4 th
EPT: Contact Jay via forum to clarify "hybrid"	Adam	Wed. 4 th
Look into specs/req of each component of drive system		Wed. 4 th
Visualization- Power flow diagram		Fri. 5 th
Hydro-Stat: Determine size-ability, speed viability	Omar	Wed. 4 th
Ask Dr. Swenson about this design option		Wed. 4 th
Visualization- Power flow diagram		Fri. 5 th
Dual Rear Drive: Meet with Zach H.	Saleh	Wed. 4 th
Look into special considerations, spec out belts/suppliers		Wed. 4 th
Visualization- CAD visual/sketch.		Fri. 5 th
Single Rear Drive: Meet with Zach H.	Adam	Wed. 4 th
Look into special considerations, spec out belts/suppliers		Wed. 4 th
Visualization- CAD visual/sketch.		Fri. 5 th