

Minutes

Facilitator: Jaime Ayala

Date: 9/12/2018

Minutes Recorder: Emily Chambers

Time: 2:30-3:30

Attendees: Emily, Nikki, Davis, Jaime, Dr. Beyerlein, Sally Mei

Place: EP 324I

Remote Attendance: Jonathan Richards

Meeting Called to Order at 2:30pm

Time:	Topic:
2:30	Jonathan call was initiated by Jonathan <ul style="list-style-type: none">• Introductions<ul style="list-style-type: none">○ Sally will be primary contact
2:36	<ul style="list-style-type: none">• Meeting/Tour Scheduled for 3:00pm Friday, 9/14/18<ul style="list-style-type: none">○ Bring ID○ Business casual – no jeans○ Low security – can take pictures with permission○ Breakdown (approximate):<ul style="list-style-type: none">▪ 1hr tour▪ 1hr client interview○ Bring statement of project, deliverables – “Task order”○ Jonathan/Sally have list of deliverables on-site• Talk with Bill to reserve table in senior design suite
2:42	<ul style="list-style-type: none">• Questions:<ul style="list-style-type: none">○ Budget<ul style="list-style-type: none">▪ \$1,700 available for materials use<ul style="list-style-type: none">• If there is a breakthrough budget can be revised with justification○ Available test unit<ul style="list-style-type: none">▪ We will have a replicated unit available for testing on campus▪ Noted that units have reduced force necessary with insertion/extraction cycles – may consider developing testing apparatus for consistent 40lbf trials▪ They will give us what we need○ Timeline<ul style="list-style-type: none">▪ Will be discussed in more depth Friday▪ Proof of concept expected this semester▪ Functional prototype expected at end of semester▪ Factor in production part timeline<ul style="list-style-type: none">• 4 weeks standard lead time• Up to 12 weeks for machined plastic• Encouraged to work with a vendor to create part – valuable experience!

2:56	<ul style="list-style-type: none"> ○ Communication <ul style="list-style-type: none"> ▪ They would like to know about breakthroughs, but not necessarily every little detail ▪ No standard communication time required ▪ Submit weekly reports <ul style="list-style-type: none"> • This week we are working on “X” • Next week we are working on “Y” ▪ “Don’t make me have to ask about your status” mentality ▪ Expected 500 hr project – 3-4hr/wk/person
2:59	<ul style="list-style-type: none"> ○ Available Software/Tools <ul style="list-style-type: none"> ▪ SolidWorks ▪ Matlab ▪ Excel ▪ Pretty much anything UI has, we are free to use
3:03	<ul style="list-style-type: none"> ○ Prepare for Friday <ul style="list-style-type: none"> ▪ Start research on field ▪ They will show us what testing apparatus they have available <ul style="list-style-type: none"> • This will help us understand what testing should be taken into consideration • Misc: <ul style="list-style-type: none"> ○ Tooling that may not stay in device – soft shut-down ○ It doesn’t have a latch, there is a problem.
3:09	<p>Discussion with Sally – “Keep in mind”</p> <ul style="list-style-type: none"> • Timeline <ul style="list-style-type: none"> ○ Factor in material time constraints ○ Do more work upfront than you “need” ○ Create a test fixture that is 40lb every time • Jonathan is interested in when it will be done – management side • They would like 3-4 working prototypes by the end of the project • DOCUMENTATION • Try to bring at least 20 questions Friday
3:15	<p>Contract review</p> <ul style="list-style-type: none"> • When you make a decision, record it in logbook – you will have to reference justifications at end of project • Do not need to include meeting minutes in logbook if they are recorded as a word document
3:21	<p>Overview of Task Order</p> <ul style="list-style-type: none"> • Given example sheet • Make minor modifications to budget to match our team’s requirements • Bring draft to the meeting Friday

Action Items:

- **Jaime** will develop and distribute meeting agenda for Wednesday's meeting
- **Nikki** will develop preliminary (monthly) schedule
- **Emily** will develop Task Order for meeting Friday
- **Emily** will work on budget draft
- **Emily** will distribute meeting minutes via email at the end of the meeting
- **Everyone** will do research about current technology
- **Everyone** will come up with questions for Friday's meeting

Upcoming Important Dates:

- Sept 13th – First Instructor/Team meeting completed with minutes circulated
- Sept 13th – Shop orientation at 3:45
- Sept 14th – Client visit and interview at SEL
- Sept 19th – DRAFT budget estimates for both Fall and Spring due to Dr. Beyerlein
- Sept 27th – Project requirements due

Meeting Adjourned at 3:28pm