

UI Debalers 2.0

Instrumentation and Data Collection for Debaler Project Meeting minutes

Location: Zoom

Date: 10-15-2020

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

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

• Meeting Agenda

- Go over the current plans and goals set by the team for the next couple weeks
 - Infeed Conveyor Design
 - Improvements to Processing Head
 - Control Algorithm
- Talk about potential client meeting (Possibly scheduled 10-22-2020 at 3:30 p.m. via zoom)
- Work on/edit Design Validation Plan

• Meeting Notes

- Talked about our mentor's suggestions on our Logbooks and Portfolio
 - We should separate our logbooks by months like Nate did
 - Also, it is a good idea to label and date our logbook sections
 - Our mentor wants us to upload our logbooks weekly/bi-weekly
- The mentor also informed us about our purchasing process
 - We will use his card, make sure he is in agreement with what we are purchasing, write in our logbooks the purchasing stuff, then make a copy of the receipts, and send the official receipts where they need to go (Margaret Baker).
- Talked about immediate plans set by the team.
 - Nathan has a hay elevator in store for us! (Not Nate's most reliable cousin but he said beginning of next week he will have the elevator ready and send it to Nate)
 - All members will work on their assigned task and have stuff ready for Wednesday

- Dr. Brian can make the meeting time that we currently have listed above.
- Evan has “finished” the Design Validation Plan; the team will check out the work on their own time and edit what they want.

• **Action Items In-Progress**

Action Item	Personnel Responsible	Status	Deadline
Design Validation Plan	Evan	Completed	10-22-2020
Value Proposition	All Members	Not Started	10-29-2020
Control Algorithm Completion	Evan	In-Progress	10-28-2020
Conveyor Completion	Nathan and Ben	In-Progress	11-11-2020
Improvements to processing head Completion	Hope	In-Progress	11-4-2020

• **New Action Items**

Action Item	Personnel Responsible	Status	Deadline
NA			