

## Meeting Minutes

- 9/6/18-Thursday Meeting 1 11:00-11:25AM
  - Discussion about contact with client
  - Date setting for conference call and trip tour with INL
  - Discussion about state of project
- 9/6/18-Team Contract Construction 11:25AM-12:00PM
- 9/11/18-Conference Call With David Sell 11:00-11:20AM
  - Given information about met box
  - Given Information about project objectives
    - Camera needs radiation shielding if camera is to be put in the cell
    - Camera system needs to be able to built by manipulators
    - Best way to describe project needs: surveillance system
  - Discussion with client about trip tour
- 9/11/18-Tuesday Meeting 2 11:20-11:30AM
  - Discussion about conference call
  - Discussion about project objective and possible solutions
- 9/11/18-Obtaining Budget Numbers 11:33-11:41
- 9/20/18-Thursday Meeting 3 11:04-11:26
  - Discussion about exact time of leave for INL trip and what we will be doing
  - Discussion about creation of Wiki Page
  - Discussion of creation of project schedule
  - Possible requirements were mentioned: dose readings necessary to determine shielding requirements.
  - Possible lens shielding discussed
- 9/27/18-Thursday Meeting 4 11:00-11:17
  - Requirements draft discussed and how and when we need to complete it, Oct. 2nd
  - Mention of need to email INL for some more specific requirements, i.e. magnet usage.
  - Items to use for Snapshot discussed
  - Discussed the use of 3D printing a model for shielding instead of buying actual expensive equipment. Reduces scope of the project and allows INL to create own shielding.
- 10/4/18-Thursday Meeting 5 11:00-11:50
  - Come up with design concepts by next week
  - Set-up INL Conference call for around Oct. 15th
  - Discussed schedule
    - Break into sub-tasks
    - Allow everyone to take ownership
    - Treat schedule as a living document
  - Discussed meeting on Monday Oct. 8th to set up for snapshot

- 10/11/18-Thursday Meeting 6 11:00-11:45
  - Discussed snapshot recap takeaways
    - Same size fonts
    - Team picture
    - Color photos
  - Decided project learning assignments
    - Nick - Cameras
    - Jack - Material for shielding
    - David - Camera mount
  - Discussed value proposition - due 10/25
- 10/25/18-Thursday Meeting 7 11:00-11:41
  - Discussed work on progressing forward
  - Bring designs together on Tues 10/30
  - Meeting provided a wake up call on our progress thus far
- 10/30/18-Tuesday Meeting 8 11:00-11:35
  - Discussed three distinct designs
    - Design 1
      - Several permanent wall mounts using magnets
      - Shielding including SS and clearview on front
    - Design 2
      - Tripod mount to be moved around cell
      - New requirements include at least 24 inches in height
    - Design 3
      - Moveable mount using magnets to wall
      - Small and light with mechanical magnet switches
- 11/1/18-Thursday Meeting 9 11:00-11:40
  - Went over budget and schedule
  - Project learning update
  - Reviewed info sent by INL
  - Talked about upcoming Design Review
  - Went over wiki page
- 11/6/18-Tuesday Meeting 10 3:00-4:15
  - Discussed design review preparation
  - Reserved conference room
    - ME Conference Room, Thurs. 11/15 at 11:00 AM
  - Finalized write-ups on Wiki-page
  - Updated portfolio
    - Value Proposition
    - Updated Product Requirements
    - Updated schedule
    - Updated budget
  - Planned to send three designs to INL by COB Monday for comments
- 11/29/18-Thursday Meeting 11 11:00-11:35

- Arm design was discussed
  - Octopus Leg
    - With the octopus leg there are worries that it might not be able to withstand the conditions of the Met Box.
    - Octopus leg may not be able to support the camera and shielding, but is cheap and malleable.
  - Metal Arm
    - Wench could be made out of stainless steel to support the camera and shielding
    - Twister would be added on the end to allow for more possible angles
    - Due to weight constraints, this design would have to be specced accordingly.
- Agreed the arm and mount parts should be permanent features
- The design will henceforth be split up into three parts:
  - Camera & Shielding, which will be designed by Nick
  - Arm, which will be designed by David
  - Wall Mount, which will be designed by Jack
- Reminder that snapshot is on 11/30/18 at 8:30
- We will have a get together on 12/3/18 to discuss wiki page and other aspects of our design.
- Jack is to get a quote on the Densetec Material
- David will research dentist light, for design ideas
- Nick will handle purchase request, and order the necessary items:
  - Magnets
  - Octopus Leg
  - Camera
- 12/6/18-Thursday Meeting 12 11:05-11:20
  - Order will go in for magnets, desk lamp, and octopus leg tripod by David.
  - Camera order will be postponed for later, Nick will do some more research.
  - Densetec quote has been completed, and Jack is waiting to hear back for it.
  - 3:30 on Tuesday in the Think Tank Conference rooms time slot will be allotted for next semester.
    - Important to note that this time is during the Capstone Design class and if there is any session commencing, we will have to accomodate.
  - CAD and Solidworks modeling and training will be performed next semester.
  - Reminder that tomorrow the logbooks, portfolio, and wiki page are all to be turned in.