

Quality Tugs

Team Meeting 1 Agenda/Minutes

- Decide when to go to CDA to discuss with Jeff
 - Josh will be contacting Jeff on some possible dates to meet (Friday Morning, Sept. 21st, or Thursday Afternoon, Sept. 20th)

- Discuss Portfolio requirements and organization
 - 3 in. Binder needed
 - Purchase Dividers
 - Review Capstone Portfolio Form

- Discuss budget
 - Budget of Roughly \$2,500
 - Graduate students: \$519
 - Shop: \$500
 - Travel: \$170
 - University: \$119
 - Materials: \$1,192
 - Chase will rough the budget of materials out more in Excel spreadsheet.

- Brainstorm logo design
 - Nothing thought of yet.

- Other topics or suggestions
 - N/A

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Team Meeting 2 Agenda/**Minutes**

Date: Monday 17th

Time: 12:30 pm

Location: Senior Design Suite

- Jeff proposed 2pm on Thursday. Does that work for everyone? Transportation?
Works great for everyone, departing at 12 from steam plant lot. Dr. Swenson is responsible for acquiring the truck for the pallet jack.
- Other action items?
N/A
- Review/revise rough budget written by Chase
Chase will be updating budget for a whole year plan.
- Initial ideas for design
Design will begin once we see the pallet jack on Friday.
- Other topics or suggestions
The next step is requirement page for the project, and be prepared for a list of questions for Jeff on Friday.
- Recap/Review Minutes

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Team Meeting 3 Agenda/**Minutes**

Date: Monday 24th

Time: 12:30 pm

Location: Senior Design Suite

- Review trip expense/budget with Chase
Roughly \$55, Swenson will email Chase final expense. Chase updated budget as well.
- Thoughts on trip to CDA
Chase - "Focus on one thing, and don't have to worry about the pallet jack anymore."
Nick - "Great that we don't have to work with the pallet jack anymore."
Josh - "Learned some things, got some good ideas."
Max - "Best part was when he showed us his ideas."
- Requirements Documentation
Max will cover requirement documentation.
- Initial Brainstorm
Lots of initial ideas that are wrote in our logbooks.
- Other topics or suggestions
Start 3-D printing wheels/tires with wheel pants.
Josh will measure wheel pants.
- Recap/Review Minutes

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Team Meeting 4 Agenda

Date: Monday 1th

Time: 12:30 pm

Location: Senior Design Suite

- Review and revise Requirements document

Max will update, and send to Jeff, and Dr. Swenson for review before snapshot.

- Brainstorm new ideas

All ideas are logged in personal logbooks.

- Start modeling tires and forks

Solid Models will be nice to show how the apparatus interacts with the tire.

- Other topics or suggestions

Chase will complete schedule/Gantt Chart.

We will all meet Thursday after senior lab to discuss Snapshot on Tuesday.

- Recap/Review Minutes

N/A

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Team Meeting 5 Agenda

Date: Monday 8th

Time: 12:30 pm

Location: Senior Design Suite

- Revise requirements documentation as per Jeff's instructions
 - Calculate weight on nose wheel.

Josh will calculate static force.

Max will revise requirements document for snapshot.

- Snapshot preparation
 - We will meet tonight at 4 P.M.
 - Less words more pictures.
 - Snapshot is at 3:30 tomorrow.
- Start modeling tires and forks
 - Chase already modeled tires.
- Other topics or suggestions
 - Everybody come with a few designs next Monday.
- Recap/Review Minutes

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Team Meeting 6 Agenda

Date: Monday 15th

Time: 12:30 pm

Location: Senior Design Suite

- Update portfolio
Max will update portfolio, and requirement pages.
- Nosewheel with pant is modeled
Josh finished modeling wheel pant.
- Everyone's initial idea (from each person)
Start modeling ideas.
Use a linear actuator instead of hydraulic ram.
- Other topics or suggestions
Everybody is going to meet at 4:30pm on Wednesday to finish design validation.
Josh will research linear actuators.
- Recap/Review Minutes
N/A

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Team Meeting 7 Agenda

Date: Monday 22nd

Time: 12:30 pm

Location: Senior Design Suite

- Start Modeling Ideas this Week?
Wednesday 2:30 P.M. in design lab.
- Contact Jeff about ideas before design review
Will be sending Jeff an email with our ideas so we don't get shut down at review.
Swenson will look over draft before sending it off to him.
Will talk about it on Wednesday in design lab.
- Wikimaster
Chase will be the man!
- Value Proposition
Basically, a document that explains why our project is important.
Wednesday at 2:30pm
- Other topics or suggestions
Use UHMW for low resistance spots, instead of bearings.
Research UHMW, and cost.
- Recap/Review Minutes
Nov 15th @ 3pm Design Concept review

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Team Meeting 8 Agenda

Date: Monday 29th

Time: 12:30 pm

Location: Senior Design Suite

- Update on schedule and wiki page from Chase
 - Wiki page: very rough draft, requirements, sketches/models, snapshot of where we are at.
- Review initial ideas from each person
 - Josh brought pictures of design that will be uploaded to OneDrive.
 - Nick uploaded animation to OneDrive of an idea.
- Discuss what/when we are going to send to Jeff
 - Will meet on Wednesday 3:30 P.M.
- Research linear actuators
 - N/a
- Other topics or suggestions
- Recap/Review Minutes

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Team Meeting 9 Agenda

Date: Monday 5th

Time: 12:30 pm

Location: Senior Design Suite

- Date and Time for meeting with Jeff
Thursday, Nov 15th at 4:00 in ME conference room.
- Discuss what/when we are going to send to Jeff
Send him an email with brief ideas, and time for design review.
- Review initial ideas from each person
Ideas were reviewed, and new ideas will be implemented.
- Start building small scale models/3D printing
Josh will talk to Molly about purchasing filament.
- Other topics or suggestions
N/a
- Recap/Review Minutes

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Team Meeting 10 Agenda

Date: Monday 12th

Time: 12:30 pm

Location: Senior Design Suite

- Thursday at 4:00pm is our design review with Jeff
 - What do we need to get ready for that?
 - Preparation meeting time?
 - Meet Tuesday and Thursday at 2:00 PM to prepare slides for design review on Thursday.
- Review ideas/progress
 - Do more research on latches, and gate ideas.
 - Linear actuators: Nick has prices and ratings in logbook.
- Other topics or suggestions
 - Create Skype Tuesday, and email to Jeff.
 - Josh will contact Molly about getting 3D filament.
- Recap/Review Minutes

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Team Meeting 11 Agenda

Date: Monday 26th

Time: 12:30 pm

Location: Senior Design Suite

- Recap of design review with Jeff
 - Thought it went great, and we think that we have a well understanding of what we need to do know.
- Look at Jeff's Email
 - Jeff's Design looked great, and we think that it will help manufacturing everything out of 8020.
- Snapshot day Friday morning
 - Basic Design
 - Linear actuator
 - Budget

 - Meet Wednesday at 2:30pm and Thursday at 2pm
- Recap/Review Minutes
 - N/a

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Team Meeting 12 Agenda

Date: Monday 3rd

Time: 12:30 pm

Location: Senior Design Suite

- Recap of Snapshot
 - Snapshot went great we didn't have a lot of traffic being in the corner.
 - No new ideas or thoughts
- Brainstorm 8020 ideas
 - Josh will do research on 8020 and find the best prices, and best material
 - Other components need to be researched.
 - Meet at 2:00 PM in senior design suite.
- Order materials?
 - Chase order 3D print material.
- Recap/Review Minutes