

UI Debalers 2.0

Instrumentation and Data Collection for Debaler Project Meeting minutes

Location: JML

Date: 9-23-2020

Attendees: Evan Allen, Nathan Stout, Benjamin Zimmerman, & Hope de Avila

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

• Meeting Agenda

- Discuss the Product Requirements Document and make sure revision 1 is ready for submission
- Work on the project schedule
 - Work as a team drawing out our team schedule for the year
- Start discussing design plans for the conveyor belt systems

• Meeting Notes

- Discussed the clients edits to the Product Requirement Documents and revised this team document
 - The client made some good suggestions as to refining our scope to align with the client's needs
- Worked as a team on the Project Schedule
 - We filled in the administrative due dates, as well as some working times for when we want to get certain design features finished for the project

• Action Items In-Progress

Action Item	Personnel Responsible	Status	Deadline
Schedule	Nathan Stout	Complete	10-1-2020
Product Development Requirements	All Members	First Revision Complete	9-24-2020

• New Action Items

Action Item	Personnel Responsible	Status	Deadline
Design Ideas for infeed conveyor	All Members	In-Progress	9-30-2020