

UI Debalers 2.0

Instrumentation and Data Collection for Debaler Project Meeting minutes

Location: Zoom

Date: 9-24-2020

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

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

• Meeting Agenda

- Discuss the Product Requirements Submission with team and mentor
- Discuss the project schedule that has been completed
- Talk about any other plans of action needed for the near future

• Meeting Notes

- Talked about some edits needed to reform the Product Requirement Documents
 - Need to make sure that the document is a little more detailed
 - Be sure to not overcommit but also be as specific as possible
 - We should receive written edits soon so we can make improvements of the document

• Action Items In-Progress

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

• New Action Items

Action Item	Personnel Responsible	Status	Deadline
NA			