

# MEETING MINUTES

## Topic: Project Requirements

Thursday, October 10, 2016

9:00 am – 10:00 am

Minutes recorded by Uday Kadhum

Meeting called by Jessica Collins

Attendees: Jessica Collins, Micael Ljungberg, Uday Kadhum, Jason Troxler, Bader Alfadhli

Please bring: Design sketches and Pugh chart

Table 1. Record of meeting.

4:00 pm – 4:45 pm	<b>Discussed Lecture 3 PPT</b> <ul style="list-style-type: none"> <li>design links and testing procedures have been discussed.</li> </ul>	Capstone Room
4:45 pm - 5:10 pm	<b>Discussed Possible Teams TP's and DL's</b> <ul style="list-style-type: none"> <li>How some DL's will encompass multiple parts of the machine</li> <li>Jessica was curious about what a DL was                             <ul style="list-style-type: none"> <li>Team discussed possible DL to our engineering requirements.</li> </ul> </li> <li>Looked for examples of TP's and DL's on other capstone team reports.</li> </ul>	Capstone Room
5:10 pm - 5:30pm	<b>Concept Generation team method</b> <ul style="list-style-type: none"> <li>Proposed new design Ideas discussed by team members.</li> <li>Bader presented a rotating machine and double spindle design.</li> <li>Jason presented the "Backpack" machine.</li> <li>Bio inspired design ideas discussed that include how woodpecker chisel wood, fly eating flowers, and octopus suction mechanism, bone inspired design.</li> </ul>	Capstone Room
Pm 5:30 –6:00 pm	<b>Discuss rough draft of ER's and correlations to Customer Needs</b> <ul style="list-style-type: none"> <li>Customer needs balanced with engineering requirement.</li> <li>Voltage and frequency requirement discussed.</li> </ul>	Capstone Room

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Finish bio design idea	Team	10/15/16	

**Next formal meeting: 10/15/2016 at 7pm unless notified differently.**