

MEETING MINUTES

Topic: UGRAD preparation and Machine function

Date: 3/30/2017

Time: 6:00pm– 8:00m

Minutes recorded by Uday Kadhum

Meeting called by Jessica Collins

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

Table 1. Record of meeting.

6:00 pm- 8:00pm	<p style="text-align: center;">Tasks and assignments</p> <ul style="list-style-type: none"> ○ Discussion of the upcoming UGRAD presentation and all the preparations. ○ Discussion of binding issues that happened during the testing of the CNC machine ○ Discussion the poster for the project and what needs to be accomplished to finish it. ○ Discussion the dust shoe part and the ordering procedure. ○ Discussion of order number 8 which includes the parts needed to finish the machine 	Jason's House
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
UGRAD preparation	Team	4/2017	
Poster finishing	Uday	4/2017	

Next formal meeting: 4/6/2017