

Meeting Minutes Week 01/18/17-1/25/17

Meeting: January 18, 2016 7:00-9:00 pm in Capstone lab

Team Meeting Discussion:

- ❖ Set team meeting time with client for Wednesdays at 12:30pm to 1:00 pm (These are to be approved by Dr. Oman)
- ❖ Team plans to meet with Dr. Oman during normal class time on 01/25/17 for staff meeting
- ❖ Reviewed 486 Deliverables lecture info slides and the design of experiments information
- ❖ Discussed extra materials needed to construct harness:
 - Nylon Rope
 - Closet sliders
 - Fasteners
 - Guide Bar
 - Wheels
 - Main Support Bar
 - Distributor
- ❖ Group discussed ideas for instruction manual deliverable for the harness.
- ❖ Team discussed plans for Design of Experiments (May be subject to change as assembly process continues)
 - Step 1: Split up tests for each of the design requirements
 - Distributor Size
 - Wheel Size
 - Wheel material
 - Distributor Material
 - Step 2: Variable Targets and boundaries
 - 5 feet of distance for harness for one push
 - Step 3: Experimental Plan
 - With current variable targets/boundaries the group is planning to have 2 levels experiment potentially 3. (Subject to change as variable targets are established)
- ❖ Plans for the next weeks include:
 - Organize list of last materials needed to purchase
 - Purchase extra materials needed
 - Bring in Tools needed to put together harness system
 - Revise old Proposal with edits Oman made
 - Continue to revise construction manual for the harness
 - Start assembly of rail system (seek help on design problems the team faces) and prepare for progress presentations before 01/30.
 - Update CAD design
 - Complete first version of guide bar for hardware review and peer evaluation by 02/13
 - Complete first version of harness system by 02/13
 - Add in all new sections to the report: Designs of Experiments (6.2) and up-to-date construction processes
 - Take progress pictures of harness system as we are building for presentations
 - Double check materials/budget to keep under budget constraint

- Refer to QFD to ensure client needs are still being met
- Complete both building process to enter testing phase and peer evaluation 2 by 03/20
- Complete and print final UGRADS poster by 04/10
- Finalize edits for instruction manual by 04/17
- Be ready to present by 04/24 (This includes completing practice runs)
- Finish CAD Package, Peer Evaluation 3, and Final Report by 05/15

Weekly Tasks 01/18/17-01/18/2017

Team Member	Tasks Assigned
Khaled	<ul style="list-style-type: none"> • Update the final proposal from edits made by Dr. Oman. (Specifically changing terms related to past tense) • Continue to update website with current information on our project
Hasan	<ul style="list-style-type: none"> • Pick up extra parts needed to construct EZ-up shade • Continue to monitor budget
Noah	<ul style="list-style-type: none"> • Email Dr. Oman to set up client meeting for Wednesday at 12:30-1:00 pm • Pick up extra parts needed to construct EZ-up shade • Communicate with client to determine meeting times for the rest of the semester
Eileen	<ul style="list-style-type: none"> • Working on Instruction Manual • Construct agenda for first meeting back
A.J.	<ul style="list-style-type: none"> • Update final preliminary proposal from edits made by Dr. Oman (Specifically adding in portions that were missing) • Wrote and organized team's master plan for remaining semester. • Send Khaled meeting minutes and edits made to the report to Khaled.

Next Steps:

- ❖ Contact Dr. Winfree to update team's progress over break and beginning of school.
- ❖ Ask Dr. Winfree of more workspaces to store and work on project.
- ❖ Prepare for staff meeting 01/25/2017